



Sacramento
Employment and
Training
Agency

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

KATHY KOSSICK
Executive Director

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

DATE: Wednesday, September 18, 2019

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: <http://www.seta.net/board-operations/board-agendas/>

AGENDA

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“Preparing People for Success: in School, in Work, in Life”

III.	<u>Action Items</u>	
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- A. Chair
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- D. Counsel
- E. Members of the Board
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VI. Adjournment

DISTRIBUTION DATE: TUESDAY, SEPTEMBER 10, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE AUGUST 1, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 1, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Thursday, August 1, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Carr called the meeting to order at 10:02 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Larry Carr, Chair; Councilmember, City of Sacramento
Don Nottoli, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- ➔ **Recognition of long-term employee:** Mr. Maurice Milton, Head Start Child Care Teacher Assistant (20 years): Ms. Patricia Marshall Lopez congratulated Mr. Milton for his 20 years of service to SETA Head Start. Mr. Milton is a much loved teacher and always goes the extra length to engage children.

II. Consent Items

- A. Approval of Minutes of the June 6, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add GPS Social Enterprises to SETA's Vendor Services (VS) List
- D. Appointment of Youth Committee Member
- E. Approval of an Appointment to the Sacramento Works Workforce Development Board
- F. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2019-2020 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

There were no questions or comments.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approve the June 6, 2019 minutes.
- B. Approve the claims and warrants for the period 5/29/19 through 7/24/19.

- C. Approve the addition of GPS Social Enterprises to SETA's VS List.
- D. Approve the appointment of Ms. Staci Anderson to the Sacramento Works Youth Committee.
- E. Appoint Ms. Janet Neitzel to the seat recently vacated by Ms. Diane Ferrari.
- F. Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$911,743, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

Roll call vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 1 (Scherman)

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revisions to the Salary Schedule for Associate Teacher/Infant Toddler (Incentive Pay)

Staff offered to answer questions.

Mr. Carr opened a public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing, and approve the revised salary schedule for Associate Teacher/Infant Toddler (Incentive Pay).

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of 1% Increase for Agency Management Personnel

Staff offered to answer questions.

Moved/Scherman, second/Kennedy, to approve a 1% Cost of Living Adjustment for the unrepresented management personnel effective August 1, 2019.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2019-2020

Ms. D'et Saurbourne presented the final budget for 2019/2020. Head Start/Early Head Start, and the Early Head Start/Child Care Partnership all had a 1.77% COLA increase. Changes to the budget were reviewed. The overall personnel increased by 80 people due to increased teaching staff and facilities staff.

Mr. Nottoli stated that the budget is approaching \$100 million mark partly due to our Head Start grants. Mr. Nottoli asked how it was determined who goes to the Child Plus conference in Las Vegas? Ms. Saurbourne replied that the Head Start program managers decide who goes; it is generally people that utilize the Child Plus system. Some slots are earmarked for our delegate/partners so the child Plus system could be utilized countywide. During the budget planning process, the program managers have a list of who they want to attend the Child Plus conference.

Mr. Nottoli stated that there are four vehicles scheduled for replacement. The cost of the vehicles is more for the Head Start than for EHS. Ms. Saurbourne replied that the vehicles each range between \$25,000-\$35,000 depending upon special features.

Mr. Kennedy asked why the Ticket to Work budget has doubled; Ms. Saurbourne explained that staff are more proactive in seeking those dollars. The amount should be around \$150,000 next year.

Mr. Carr asked what kind of vehicles would be purchased and Ms. Saurbourne replied standard pickup trucks or vans. Electric vehicles have not been pursued as they cost more and we would have to build in an infrastructure to maintain them/charge them. Mr. Carr asked that this be considered for the next budget cycle.

Mr. Nottoli suggested that SETA perhaps think about having charging stations here at SETA. This helps to be supportive of neighborhoods and the change toward electric vehicles.

Mr. Carr opened a public hearing.

Moved/Scherman, second/Kennedy, to close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2019-2020.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: No items.

One Stop Services: No items.

1. Approval to Submit an Application to the California Workforce Development Board for Assembly Bill 1111 Funds and Authorize the Executive Director to Execute the Agreement, any Other Documents Required by the Funding Source and Enter into Subcontracts with Service Providers

Mr. Kim stated that this item seeks approval to apply for funds provided under Assembly Bill 1111; back in 2017 the State legislature approved a bill to establish partnerships between local workforce boards and community based organizations. SETA is planning to work with two local partners: Greater Sacramento Urban League and La Familia Counseling Center. The purpose is to connect with areas of the community with the highest populations in need.

Moved/Nottoli, second/Scherman, to approve the submission of an application to the CWDB for AB1111 funds, and authorize the Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with service providers.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Community Services Block Grant

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2020 Program Year

Ms. Julie Davis-Jaffe stated that the Community Action Board put a lot of thought as to the direction of the RFP. The CAB asked to have a statement included in the RFP to address and recognize historic systemic issues. The CAB was provided three different ways to include the statement in the RFP. The Board approved Item 2 which contains a separate response.

Moved/Nottoli, second/Kennedy, to approve the CSBG Request for Proposals for the 2020 Program Year.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval of the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Ms. Julie Davis-Jaffe reviewed this item. The CAB currently has a private sector and low income sector vacancy. There is a need to add an agency due to a previously selected organization not being able to secure a representative.

The low income sector organization, Loaves and Fishes, will elect a low income representative to serve on the CAB. The private sector representative will be from Women's Empowerment to provide input from the private sector position to ensure the funds are serving the low income community.

Mr. Nottoli inquired about the process by which Loaves and Fishes would determine a representative; he stated that it appears a bit bureaucratic. Mr. Thatch replied that the process is federally mandated and it has been a challenge.

Moved/Nottoli, second/Kennedy, to approve the appointment of Loaves and Fishes as a low income sector organization to democratically elect Low-Income Sector representatives and alternates to serve on the CAB Board. In addition, approve the appointment of Women's Empowerment as a Private Sector representative.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Presentation on Health and Nutrition Services

Ms. Lisa Carr provided an overview of the health and nutrition services provided at SETA Head Start. Mr. Kaleb Call, supervisor over nutrition services, was introduced. Ms. Carr also introduced the Health/Nutrition unit and visiting U. C. Davis Nursing students. Ms. Scherman spoke of her personal experience with well-baby examinations and how important they are. Mr. Carr thanked Ms. Carr for the amazing report; the number of meals alone is impressive as well as all of the special needs diets. When Supervisor Kennedy visited the Head Start kitchen, he was very impressed at how the staff were all so detail oriented; the consistent attention to detail is always so impressive.

B. Summary of Youth Initiatives Program Year 2018-2019

Ms. Terri Carpenter reviewed the youth initiatives operating over the last year. Ms. Carpenter thanked the youth services staff for their passion to work with the young people.

C. National Dislocated Worker Grant (NDWG) – Storm Project Update: No additional report.

D. Fiscal Monitoring Reports: No questions.

E. Employer Success Stories and Activity Report: No additional report.

F. Dislocated Worker Update: No additional report.

G. Unemployment Update/Press Release from the Employment Development Department: No additional report.

H. Head Start Reports: No additional report.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick recognized Ms. Scherman and Mr. Carr's upcoming birthdays! A grand opening of the Hopkins Park Head Start center will be held Friday, September 6, 10 a.m. An e-mail will be sent to board members.

C. Deputy Directors: No report.

D. Counsel: Mr. Thatch introduced Mr. Russell Frink, a new attorney that recently joined his firm. Mr. Frink will be assisting with some of the SETA work.

E. Members of the Board: Mr. Nottoli reported that he visited the Galt Community Garden and it was great to see the kids learn about nutrition and how to maintain a garden.

F. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 11:00 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/25/19 through 9/10/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/25/19 through 9/10/19.

PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF DESIGNATION OF PUBLIC OFFICIAL TO SERVE ON THE COMMUNITY ACTION BOARD

BACKGROUND:

Currently, there is one Public Official vacancy on the Community Action Board (CAB). In accordance with Section 1.3 of the Community Action Board (CAB) Bylaws, the SETA Governing Board selects elected public officials to serve on the CAB or, if there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to serve. No currently elected public officials serve on the CAB and staff is unaware of any current elected official available and willing to serve. Whether elected or appointed, public officials “must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.” (CAB Bylaws, section 2.1).

Ms. Ann Edwards, Sacramento County Director of the Department of Human Assistance (DHA), is recommending that Kristin Gibbons, Community Services Division Manager at DHA, be selected as an appointive public official to the CAB to fill the current vacancy. In her position at DHA, Ms. Gibbons deals with many poverty related issues while overseeing programs associated with Employment Services, Veterans programs and numerous supportive services for low income families receiving CalWORKS, General Assistance and SNAP funds.

RECOMMENDATION:

Approve the designation of Kristin Gibbons as an appointive public official to serve on the Community Action Board.

PRESENTER: Julie Davis-Jaffe

ITEM II-D – CONSENT

APPROVAL OF AMENDED SETA TRAVEL POLICIES AND PROCEDURES

BACKGROUND:

SETA's current Travel Policies and Procedures contains a cap on the number of miles an employee may be reimbursed the full IRS standard mileage rate for business miles driven in a calendar month. If an employee drives more than 600 miles in a calendar month, then the reimbursement rate for the miles over 600 is reduced by 15¢ per mile. The current reimbursement policy states:

Mile in one Calendar Month	Rate per mile
0 - 600	This will be the current IRS standard mileage rate for business miles driven.
601 - Up	Current rate as prescribed above less 15¢ per mile.

Several of SETA's employees have inquired about the rate decrease and after looking into the matter it appears to be a remnant of emulating the County of Sacramento's Travel Policies and Procedures. It has been the practice of SETA to match the policies and procedures of Sacramento County whenever feasible. After additional inquiry and investigation, it appears the rate decrease in the County's policy is due to a negotiated rate with their employee's bargaining unit. Since SETA has no such rate agreement with its Union, it is being recommended to remove this section from the Travel Policies and Procedures effective October 1, 2019.

The number of employees affected are limited and the total additional cost to the Agency would be minimal. Over the past twelve months this policy affected approximately ten employees. Eliminating the policy for the same time period would have cost the Agency approximately \$450.

Attached are the amended SETA Travel Policies and Procedures reflecting the change on page 7 of the document.

RECOMMENDATION:

Approve the attached amended Sacramento Employment and Training Agency Travel Policies and Procedures effective October 1, 2019.

PRESENTER: D'et Saurbourne

INTRODUCTION

Scope

These policies and procedures are applicable to all officers, employees, and persons in the service of the Sacramento Employment & Training Agency (SETA).

Purpose

The Travel Policies and Procedures are developed: (1) to provide travelers with information needed for preparation of travel requests and claims, (2) to provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses, (3) to identify reimbursable versus non-reimbursable expenses, (4) to clarify employee responsibility for controlling and reporting travel expenses, and (5) to specify the types of travel reimbursable by SETA for members of SETA's legislative bodies. These policies and procedures are developed in accordance with the County, State and all government codes and follow the Internal Revenue Service (IRS) rules and regulations (Internal Revenue Code (IRC) Section 62(c); Reg. Section 1.62-2; Reg. Section 1.274-5).

It is impossible to anticipate every situation that may be encountered while traveling on business. Each employee is expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

Expenses which are not approved or which are not in compliance with this policy will be the traveler's personal responsibility.

Policies

General

When the cost of travel shall be reimbursed to the employee by another agency, whether, state, federal, or private, such reimbursement and the intent for same shall be disclosed as a source of funding on the travel request. In advance of travel the employee must decide whether to accept the rates of SETA or other agency. If the travel costs are borne by SETA, reimbursement from the other agency shall be paid to SETA and deposited as an abatement of expense.

Approval to incur any travel expenses shall be obtained from the Executive Director or Fiscal Chief and Department Chief or the individual designated to act for same prior to making travel arrangements. The travel request is required for the protection of the employee while traveling as an agent of SETA.

SETA reimburses employees for travel and job related expenses in accordance with the Accountable Expense Reimbursement Plan per the Internal Revenue Service. Under an accountable plan, allowances or reimbursements paid to employees are excluded from wages or taxable income and are not subject to withholding or reporting. Reimbursements of travel and other business expenses to SETA employees, contractors or volunteers will be considered to be made under the Internal Revenue Code definition of an "Accountable Expense Reimbursement Plan" if the following requirements are met:

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- A. The person substantiates his or her expenses by submitting an expense report with:
 - a. Amount of the expenditure,
 - b. Time and place of the travel or business entertainment,
 - c. Business purpose of the expenditure, and
 - d. Names and business relationship of any persons entertained.
- B. The person documents the expenses with supporting receipts, paid bills, etc. within sixty (60) days the expense is paid or incurred, and
- C. Excess advances, if any, are repaid to SETA within 60 days after expense is paid or incurred.

Policy Intent

Travel policies enunciated shall be construed so that no officer or employee shall suffer any undue loss while traveling on official SETA business. The Travel Policy is intended to facilitate business required travel, while managing costs and time in order to maintain efficient business processes.

Authorized Expenses by members of SETA's legislative bodies

In accordance with California Government Code §53232.2(b), "if a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of that legislative body to receive reimbursement of expenses related to travel, meal, lodging, and other actual and necessary expenses."

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- A. Official board, council, committee, commission meeting schedule subject to the Brown Act;
- B. Attending conferences, seminars, workshops or educational events related to the business or operation of such group;
- C. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
- D. Participating in regional, state and national organizations whose activities affect SETA's interests;
- E. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interest and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member. Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred. Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

Violations of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expense as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) persecution for misuse of public resources.

Approving Authority for Travel

All travel requests must be approved by the Department Chief and the Fiscal Chief or the individual designated to act for same prior to trip departure. The Executive Director's approval is required for out-of-state travel requests. The Fiscal Department is authorized to reimburse travelers whose expenses are justifiable and in compliance with this policy.

Travel Arrangements

The traveler is responsible for submitting a travel claim form to the SETA Travel Coordinator as soon as possible after approval for travel has been granted. The SETA Travel Coordinator will then complete airline and hotel reservations and process and send payment for conference registrations. The SETA Travel Coordinator will then send a confirmation email to the traveler with a listing of the travel reservation and conference details.

Travel Advances

The Fiscal Department is authorized to pay 100 percent of registration or conference fees and advance up to 100 percent of the estimated meal allowance, and for Head Start parents, other expenses for official travel. In addition, travel advances may include up to 100 percent of the estimated personal private mileage reimbursement, when personal vehicles are approved for use for official travel. Request for advances shall be included on the submitted travel claim form. Advances shall not be made for amounts less than one hundred dollars (\$100) and will not be issued prior to two (2) days before expected travel unless adequate justification is submitted to show that undue hardship to the individual will result in the event the smaller advance is not made. **Advances will not be made if a previous advance is unsettled.**

Lodging

- A. Reimbursement for the cost of lodging is limited to the actual lodging cost incurred.
- B. When a companion travels with an employee on official business, reimbursement for lodging will be at the lowest available single-occupancy rate for the accommodations. It is the responsibility of the

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TRAVEL POLICIES AND PROCEDURES

employee to obtain the lodging rate for both single- and double-occupancy and indicate them on the travel claim.

- C. The employee should ask for government rates (unless a group or conference rate is less) and provide a completed Transient-Occupancy Tax exempt form at the time of arrival. An identification or business card is generally sufficient identification. Upon return, original itemized hotel receipts must accompany completed claims. SETA is not responsible for reimbursement of luxury upgrades (ocean view, king-size beds, suites, etc.).
- D. Hotel reservations and cancellations are the responsibility of the traveler. Any cancellation charges incurred will be billed to the traveler unless reasonable justification is provided.
- E. When lodging must be pre-paid to ensure reservations (particularly with PC/PAC parents), the SETA Travel Coordinator may request Credit Card Authorization Form from the hotel and authorized only room and tax expenses charged to the SETA America Express corporate credit card.

Meals

- A. Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In addition, the travel must last for a minimum of six (6) hours, ending after 6:00 p.m. to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his or her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his or her office. In order to be reimbursed for cost of meals, travel must begin at or before the time shown on the following schedule.

MEAL	TRAVEL BEGINS BEFORE	TRIP ENDS AFTER
Breakfast	6:00 a.m.	7:00 a.m.
Lunch	11:00 a.m.	12:00 p.m.
Dinner	5:00 p.m.	6:00 p.m.

- B. Meals which are supplied by common carrier or are included in conference fees or hotel rates will not be reimbursed (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provided for the lunch meal). A continental breakfast does not constitute a meal. Travelers should inform the Travel Coordinator of any special dietary requirement at the time reservations are made, and travelers should remind the flight attendant of the special request.
- C. Meal reimbursement will be for the actual amount up to the maximum allowed by Sacramento County based on the location of the travel. The employee must report on the SETA travel claims the actual amount expended for each meal for each day whether or not it exceeds the maximum reimbursement. Because of new Internal Revenue Services (IRS) requirements, employees should keep a record of these expenses for Federal Income Tax purposes. The record should include:

- The name and location of the establishment where the meal/event took place.

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- Exact amount and date of the expense.
- Specific business discussed.

Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

When a private vehicle is used, it is required that the vehicle have appropriate insurance coverage and the driver have a valid driver's license.

A. Air Travel

1. The SETA Travel Coordinator will arrange for reservations and tickets for approved travel requests authorizing air transportation. The lowest available fare will be used for air travel unless otherwise specifically authorized by the approving authority. Reservations should be refundable whenever possible in the event the trip is changed or canceled. Many airlines offer reduced rates, but are nonrefundable, these may not be the best options for reservations due to the fact trips are subject to change due to various business reasons. As a general rule, employees will be expected to accept flights departing within two (2) hours of the desired departure time. Such a window may not be suitable for all situations.
2. The Travel Coordinator must carefully monitor flights with cancellation fees. If cancellation occurs due to a SETA-related change, SETA will cover the penalty cost. If, however, cancellation occurs due to a traveler's personal request, the traveler will be required to pay any cancellation fees. An exception may be made for cancellations related to a family death (for which the airlines may not impose penalties) or an illness, approved by the Fiscal Chief.
3. If an employee wishes to drive his/her personal vehicle in lieu of air travel and possibly a rental car, reimbursement will be authorized only up to the amount of the least expensive alternative. The request for reimbursement **must include a printed copy of the quoted airfare as justification for the cost of air travel** and the cost of the employee's mileage and attest to the least expensive alternative.

B. Train Travel

In some instances train travel may be a viable alternative to air travel or car travel. An example would be AMTRAK to San Francisco, in lieu of a car and paying for parking. The Agency should evaluate the cost and time involved, prior to approval. In most instances it would be expected that the traveler would incur additional taxi fares at his/her destination. This cost should be included in the analysis. In addition, the time involved with the trip must be considered as a factor. A two-hour train trip to San Francisco is reasonable, but a twelve-hour trip to San Diego would not be reasonable, unless the traveler is taking vacation time in route.

C. Car Rental

1. Employees on out-of-town trips should use public conveyances (taxis, airports, shuttles, buses, etc.) whenever such uses appear to be more economical than a rental car. Generally, a rental car should not be requested unless:
 - a. Multiple business meetings that require travel between points make use of public conveyance impractical.
 - b. Three or more SETA employees are attending the same meetings and one rental car for the group would be more economical, or
 - c. If it is less expensive to rent a car overall.
2. Auto sizes per number of people: one or two people, compact or subcompact; three or four people, mid-size permitted.
3. When traveling domestically the traveler shall waive all addition insurance offered when renting a car. However, there might be situations where additional insurance is needed, for example in inclement weather such as snow or ice. Such additional insurance should be authorized by the Fiscal Chief or designee.
4. The traveler should fill the gas tank before returning the car to avoid fuel surcharges. Fuel expenses will be reimbursed based upon the receipts provided. Exceptions to the use of self-service fueling will not be allowed unless the employee can demonstrate and justify the reasons for not using available self-service fuel dispensing facilities.
5. Where extended personal travel is involved, rental car expenses must be prorated to allow reimbursement for only those costs associated with SETA business.
6. When using a rental car and the mileage method is not used; actual purchase of fuel is acceptable with a receipt.

D. Travel by Private Vehicle

SETA reimburses employees for the use of their personal vehicle when used to conduct agency business as assigned. It is a requirement of SETA that employees who use their own vehicles to conduct business on the Agency's behalf maintain adequate vehicle liability insurance. The IRS standard mileage rate is used to calculate the cost of operating a vehicle for business purposes. Parking fees and tolls paid while conducting Agency business can also be claimed with receipts.

Authorized travel out of the county, including travel to the airport, will normally be reimbursed at the approved IRS rate. However, when air travel is the most appropriate and economical means of transportation, reimbursement will be in an amount equal to air coach fare unless the traveler clearly demonstrates to the satisfaction of the Department Chief in advance that travel by other means is more

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advantageous to SETA. Travel may begin/end from employee's residence when travel occurs outside normal working hours. Refer to the SETA Mileage Reimbursement Procedures.

Mile in one Calendar Month	Rate per mile
0-600	This will be the current IRS standard mileage rate for business miles driven.
601-Up	Current rate as prescribed above less 15¢ per mile.

E. Accident Reporting

Reporting of vehicle accidents by SETA employees driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.

General instructions in case of accidents are:

- Be calm.
- Be courteous.
- Call the Police.
- Notify your supervisor immediately.
- Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- Do not admit fault or discuss the accident with anyone except the police or the employee's supervisor.

Reimbursable Expenses with Receipts

While traveling on official SETA business, the following expenses are reimbursable at actual cost **upon presentation of original receipts**:

- A. Necessary taxicabs, Uber or Lyft services, and airport transportation.
- B. Conference registration fees and associates tapes, reports, etc. which can be shown to be of value to the participant in his/he work for SETA.
- C. Parking fees greater than the nominal amount of \$10.00 per travel day.
- D. Other justifiable expenses will be approved based on a review of special circumstances.

Reimbursable Expenses without Receipts

While traveling on official Agency business, the following expenses are reimbursable at **actual cost, without receipts**:

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- A. Metered parking and parking in unattended lots (less than the nominal amount of \$10.00 per travel day).
- B. Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).
- C. Bus fares and bridge tolls.

Additional Allowances

- A. When included on the final travel claim, five dollars (\$5) per each night's stay will be allowed, without receipts, to cover baggage handling, and incidental expenses.
- B. While traveling on official SETA business, the following expenses are reimbursable at actual cost on presentation of original receipts:
 - 1. Personal cellular and FAX charges in connection with SETA business; hotel phone usage is strongly discouraged due to high cost;
 - 2. During extended travel (five [5] days or more), personal phone calls will be reimbursed on the following basis:
 - a. One (1) call per day, not to exceed three (3) minutes in length.
 - b. Request for reimbursement of longer or more frequent calls must be accompanied with a letter of explanation and will be considered on a case-by-case basis.
 - 3. Other justifiable expenses will be approved based on a review of special circumstances.
- C. Child care fees for Head Start parents on official Agency travel will be paid at the rate based on the approved Policy Council policy.
- D. Non-reimbursable Expenses.
 - 1. Personal Toiletries and personal care expenses
 - 2. Traffic fines or parking violations
 - 3. Hotel luxury upgrades
 - 4. Expenses associates with a non-employee who accompanies the employee on official business
 - 5. Alcoholic beverages

TRAVEL POLICIES AND PROCEDURES

Procedures

- A. Employees should consult with the Travel Coordinator. The coordinator is responsible for making travel arrangements and can guide the employee with the filing and completion of request and claims for reimbursement.
- B. All travel request and claims for reimbursement must be dated and include the signature and approval of the Executive Director or the Fiscal Chief and the Department Chief or designee.
- C. Travel claims for reimbursement shall be submitted within five (5) days of returning from travel. If applicable, the seminar/training class evaluation form shall be attached to the final travel claim.
- D. Mileage claims for reimbursement shall be signed and submitted to the employee's supervisor, or approving official, within ten (10) days after the end of the month during which mileage has accrued (refer to the SETA Mileage Reimbursement Procedures).
- E. Travel and mileage claims not submitted within 60 days after the last day of travel will become taxable income to the employee.
- F. Outstanding cash advances shall be settled within seven (7) days of returning from travel. Advances unsettled for over sixty (60) days may be subject to payroll deduction.

Conference, Meeting and Training

The Agency will pay for events included in a conference, meeting or training registration fee. Where such events include optional activities at an additional cost, the Traveler must justify the business relationship of the activity to be reimbursed. Networking with other attendees is not a valid business relationship. Where an optional event is not business-related and includes a meal, the Traveler can be reimbursed up to the maximum meal reimbursement rate. An additional charge for cancellation due to a SETA related business need is reimbursable to the Traveler with the approval from the Fiscal Chief or designee.

Personal Travel

Under no circumstances will the SETA reimburse an employee for expenses incurred when the employee opts to extend his/her time at the destination for personal reasons. If on personal travel and the employee is required to return to the office, travel expenses related to the return trip are allowed upon approval from the Executive Director or designee.

ITEM II-E – CONSENT

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY
FOR CALENDAR YEAR 2020

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

For calendar year 2010 - 2019, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

ITEM II-E – CONSENT (continued)
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Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$20,952 for 17 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2020.

STAFF PRESENTER: D'et Saurbourne

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE JOB SPECIFICATIONS FOR WORKFORCE DEVELOPMENT PROFESSIONAL II & III AND WORKFORCE DEVELOPMENT ANALYST

BACKGROUND:

The Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The Workforce Development Professional II & III and Workforce Development Analyst job classifications have current minimum requirements of advanced educational training *and* work experience. The Agency has had challenges finding qualified candidates, including internal staff, that have both advanced education and work experience. As a result, SETA has changed the requirement to advanced education *or* work experience.

The Agency updated the job specifications with input and approval from management and the Union. Attached are red-lined versions and clean versions of the job specifications.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specifications for Workforce Development Professional II & III and Workforce Development Analyst.

PRESENTER: Allison Noren

WORKFORCE DEVELOPMENT ANALYST

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Analyst is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range 1 is the Assistant level, Range 2 is the journey level traditionally called Specialist and Range 3 is the advanced or Coordinator level.

DEFINITION

Under general direction, the Workforce Development Analyst class gathers and analyzes data for the development of planning documents, proposal requests, contract development, and program monitoring; assists with development and implementation of funding for community organizations which provide job training, community services, and skill development programs; provides technical assistance to program providers; monitors and evaluates job training programs; and does related work as required.

~~This is a deep class in which incumbents may be assigned to any of the three ranges to perform planning, policy and analytical work, provided that they have been determined to possess the required level of competence as determined in accordance with the Workforce Development Analyst, Alternative Range Criteria, which is attached to and made part of this Specification.~~

DISTINGUISHING CHARACTERISTICS

This is a deep class in which incumbents may be assigned to any of the three ranges to perform planning, policy and analytical work, provided that they have been determined to possess the required level of competence as determined in accordance with the Alternative Range Criteria, which is attached to and made part of this Specification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are ~~normal standard~~ for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

All Levels:

1. Effectively use computer software, general applications and software specifically to perform work;
2. Prepare policies and procedures, program directives, and develop project management matrixes and tools;
3. Assess information submitted by subgrantees, partners, and applicant agencies;
4. Contact grant recipients and provide information on administrative and operating requirements;
5. Visit program sites to gather information for monitoring and evaluation functions;
6. Discuss and resolve problems with program operators;
7. Prepare a variety of reports regarding planning processes, proposal development, contract development and program evaluation;
8. Attend meetings concerned with SETA operations and requirements;
9. Collect and analyze demographic data for the development of planning documents, proposals, contracts, and program evaluation;

10. Assess and prioritize needs according to plans and guidelines.

In addition to the above:

Workforce Development Analyst (Range 1)

1. Assist with the collection and analysis of demographic data for the development of planning documents, contract development, and monitoring the effectiveness of job training programs;
2. Assist with assessing and prioritizing needs according to annual plans and guidelines;
3. Assist with setting goals and developing procedures for evaluating program funding requests;
4. Assist with providing technical assistance to potential program providers;
5. Assist with developing proposal requests in facilitating funding procedures;
6. Assist with conducting workshops for providers;
7. Assist with background support for contract negotiations;
8. Provide basic administrative support;
9. May assist in evaluating sub-grantee performance;
10. May ensure that contracts and necessary documentation are submitted, prepared, processed and executed within time limitations.

In addition to the above:

Workforce Development Analyst (Range 2)

1. Provide technical assistance to potential program providers;
2. Provide information on contracting procedures and funding requirements.
3. Conduct workshops for providers;
4. Contact grant recipients and provide information on administrative requirements and operating regulations;
5. Input, access and analyze data using a computer;
6. May assist in developing and recommending improvement for programs based on data collected, performance metrics, and enhancements to productivity;
7. May provide research support to stay current on state rules, regulations, laws and policies;
8. Conduct research and drafts language for a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents.

In addition to the above:

Workforce Development Analyst (Range 3)

1. Recommend program goals and procedures for evaluating funding requests;
2. Make recommendations on program and proposal acceptance;
3. Provide a wide variety of technical assistance to potential and existing program providers, including information on contracting procedures, reporting, and funding requirements;
4. Develop and conduct workshops and presentations for Boards, committees, partners, providers and community members;
5. Conduct contract negotiations with subgrantees and make recommendations on contract language;
6. Complete the final versions of awarded contracts;
7. Assist in the training and mentoring of assigned staff;
8. Establish and maintain good working relationships with a variety of groups and organizations;

9. Conduct research and prepares a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents;
10. Participate and/or lead the overall planning, organizing, directing, controlling and delivery of all projects prioritized in alignment with the expectation and business needs;
11. May assist in the planning and scheduling of work.

MINIMUM QUALIFICATIONS

All Level Ranges:

Knowledge of:

- Basic knowledge of workforce development programs, functions, and procedures;
- SETA funded workforce development programs, functions, and procedures;
- Program planning, evaluation and monitoring;
- Job training needs and requirements of the low-income community;
- Local community, social, financial and employment resources.
- Procurement and evaluation of programs and services, such as workforce development, community or human services;
- Planning and project management;
- Rules and regulations affecting the funding, administration and operation of grants;
- Community organizations, educational institutions, training providers, and government programs assisting low-income and unemployed individuals.

In Addition to the above:

Workforce Development Analyst (Ranges 2 & 3)

Knowledge of:

- ~~SETA funded workforce development programs, functions, and procedures;~~
- ~~Procurement and evaluation of workforce development and community services programs;~~
- ~~Planning and project management;~~
- ~~Rules and regulations affecting the funding and operation of employment and training grants;~~
- ~~Community organizations, educational institutions, training providers, and government programs assisting low-income and unemployed individuals.~~

ABILITIES

Workforce Development Analyst (Range 1)

Ability to:

- Assist with the development of proposal requirements for workforce development grants;
- Assist with analyzing and making recommendations regarding the funding of subgrants;
- Gather and analyze a variety of data and information and draft written summaries, recommendations, and policy documents;
- Assist with developing and preparing a variety of reports;
- Assist with developing and conducting informational workshops;
- Effectively represent SETA's workforce development functions;
- Establish and maintain cooperative working relationships.

In addition to the above:

Workforce Development Analyst (Range 2)

Ability to:

- Assist with SETA long range planning efforts;
- ~~Assist with the development of proposal requirements for workforce development grants;~~
- Assist with contract development, program monitoring, and program evaluation functions;
- ~~Assist with analyzing and making recommendations regarding the funding of subgrants;~~
- ~~Gather and analyze a variety of data and information and write board items, policy recommendations, project plans and proposals;~~
- Develop and prepare a variety of reports.;
- ~~Assist with developing and conducting informational workshops;~~
- ~~Effectively represent SETA's workforce development functions.~~
- ~~Establish and maintain cooperative working relationships.~~

In addition to the above:

Workforce Development Analyst (Range 3)

Ability to:

- Assist with the mentoring and training of assigned personnel;
- Coordinate SETA's long range planning efforts with partners, community organizations, education and training providers and local government;
- Coordinate procurement processes;
- Develop proposal requirements for workforce development grants and contracts;
- Analyze proposals and make recommendations regarding the funding of subgrants;
- ~~Gather and analyze a variety of data and information and write policy recommendations, project plans and proposals;~~
- ~~Develop and prepare a variety of reports;~~
- Develop and conduct informational workshops;
- Present board items and project plans to SETA management, and boards and committees.;
- ~~Effectively represent SETA'S workforce development functions.~~

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 knowledge and abilities would be:

Advanced educational training in sociology, psychology, business administration, economics or other social science ~~or~~ some background in working with workforce development programs is highly desirable. This ~~would include at least two (2) years for Range 2 comparable to that of a Workforce Development Analyst 1, and three (3) years for Range 3 comparable to that of a Workforce Development Analyst 2 with the Sacramento Employment and Training Agency of~~ increasingly responsible work experience in planning, policy, and analytical or related work.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Climbing</u>	<u>Rarely. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</u>

<u>Balancing</u>	<u>Rarely. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</u>
<u>Stooping</u>	<u>Rarely. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.</u>
<u>Kneeling</u>	<u>Rarely. Bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Rarely. Bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Rarely. Moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Frequently. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Frequently. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Frequently. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Rarely. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Rarely. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Rarely. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.</u>
<u>Fingering</u>	<u>Frequently. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Frequently. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Frequently. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</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>Frequently. 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>Frequently. Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical Requirements</u>	<u>Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</u>
<u>Visual Acuity Requirements</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; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.</u>

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. ~~Sufficient Speech to:~~
 - ~~Engage in conversation both in person and on the phone.~~
2. ~~Sufficient Hearing to:~~
 - ~~Understand conversation in person or on the phone.~~
3. ~~Sufficient Vision to:~~
 - ~~Operate a personal computer.~~
4. ~~Sufficient Sensitivity of Touch to:~~
 - ~~Operate a personal computer.~~
5. ~~Sufficient Strength and Conditioning to:~~
 - ~~Sit for long periods of time throughout the day;~~
 - ~~Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;~~
 - ~~Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;~~
 - ~~Move from one area in the workplace to another.~~

Non-essential Physical Attributes:

- ~~1. Ability to Taste.~~
- ~~2. Ability to Smell.~~

ALTERNATE RANGE CRITERIA

This deep class has three alternate ranges. Ranges 1, 2, and 3, incorporate the Entry, Journey Specialist, and Advanced Journey levels into one class concept.

Range 1:

This range is equivalent to the existing classification ~~Employment and Training Analyst I.~~

Range 2:

This range is equivalent to the classification ~~Employment and Training Analyst II.~~

Range 3:

This range constitutes the level now occupied by ~~Employment and Training Analyst III.~~

Readiness to move from ranges will be assessed by the supervisor and approved by the ~~manager~~ Agency as follows: ~~Range 1 to Range 2 employee will be eligible to request an assessment after one (1) year. Range 1 to Range 2 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 1 Performance Measures. Range 2 to Range 3 employee will be eligible to request an assessment after two (2) years. Range 2 to Range 3 - employees will be eligible to participate in the current SETA advancement program. Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 2 Performance Measures.~~

Range 1 to Range 2 / Readiness Factors:

~~Range 2- Personal Factors~~

- ~~• Demonstrates competence in work maturity skills, including punctuality and attendance, problem solving and critical thinking skills, adaptability, self-starter who takes initiative, willing to assist co-workers and customers, and works as part of the team;~~
- ~~• Demonstrates customer service skills and focuses on needs of customer;~~
- ~~• Demonstrates knowledge of resources and services offered through SETA's workforce development programs;~~
- ~~• Demonstrates knowledge of community resources available to customers;~~
- ~~• Demonstrates knowledge of computers and other appropriate electronic equipment and uses software and databases relevant to the job;~~
- ~~• Demonstrates competence in creating written planning, procurement, contracting and/or monitoring documents;~~
- ~~• Demonstrated competence in conducting research and analyzing data;~~
- ~~• Demonstrates competence in writing reports.~~

~~Range 2 - Performance Measures~~

- ~~• Provide assistance, back-up, and support to other staff;~~
- ~~• Understands SETA operations;~~
- ~~• Successfully completes customer service training (on-line or in person);~~
- ~~• Competent in using software programs and internet websites that are necessary for planning, monitoring, or researching workforce development data and/or programs;~~

- ~~Competent in writing reports analyzing data;~~
- ~~Consistently completes assigned tasks;~~
- ~~Maintains accurate and up to date files and records;~~
- ~~Demonstrated competence and accuracy in eligibility and MIS paperwork;~~
- ~~Consistently meets deadlines and updates and maintains files and tickler systems;~~
- ~~Maintains and documents regular contact with assigned programs and partners;~~
- ~~Successfully completes CSUS Career Skills Assessment for Workforce Development Analyst, Range 2.~~

Range 2 to Range 3 / Readiness Factors:

Range 3 – Personal Factors

- ~~Qualified to serve as a program expert;~~
- ~~Demonstrated leadership ability;~~
- ~~Ability to work on two or more projects concurrently;~~
- ~~Ability to complete, get approvals, and submit plans and contracts;~~
- ~~Ability to write a program application or proposal or coordinate a procurement process;~~
- ~~Ability to develop a timeline for a project and meet deadlines;~~
- ~~Demonstrates appropriate facilitation and presentation skills;~~
- ~~Ability to promote positive team dynamics and solve problems;~~
- ~~Demonstrates computer literacy and knowledge of relevant data bases;~~
- ~~Ability to relate to diverse populations;~~
- ~~Knowledge of community resources in the Sacramento area;~~
- ~~Ability to develop curriculum used in workshops.~~

Range 3 – Performance Measures

- ~~Development and presentation of workshops and training sessions for staff, sub-grantees and partner agencies;~~
- ~~Consistently meets deadlines;~~
- ~~Establish and maintain positive professional relationships with SETA partners, sub-grantees, community members, board members and staff;~~
- ~~Establish a personal resource network;~~
- ~~Demonstrates ability to be the lead worker and coordinate a project, program, or team;~~
- ~~Demonstrates a comprehensive understanding of SETA's programs and services;~~
- ~~Demonstrates an understanding of program performance measures;~~
- ~~Successfully completes CSUS Career Skills Assessment for Workforce Development Analyst, Range 3.~~

WORKFORCE DEVELOPMENT ANALYST

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Analyst is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range 1 is the Assistant level, Range 2 is the journey level traditionally called Specialist and Range 3 is the advanced or Coordinator level.

DEFINITION

Under general direction, the Workforce Development Analyst class gathers and analyzes data for the development of planning documents, proposal requests, contract development, and program monitoring; assists with development and implementation of funding for community organizations which provide job training, community services, and skill development programs; provides technical assistance to program providers; monitors and evaluates job training programs; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a deep class in which incumbents may be assigned to any of the three ranges to perform planning, policy and analytical work, provided that they have been determined to possess the required level of competence as determined in accordance with the Alternative Range Criteria, which is attached to and made part of this Specification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are standard for these positions. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

All Levels:

1. Effectively use computer software, general applications and software specifically to perform work;
2. Prepare policies and procedures, program directives, and develop project management matrixes and tools;
3. Assess information submitted by subgrantees, partners, and applicant agencies;
4. Contact grant recipients and provide information on administrative and operating requirements;
5. Visit program sites to gather information for monitoring and evaluation functions;
6. Discuss and resolve problems with program operators;
7. Prepare a variety of reports regarding planning processes, proposal development, contract development and program evaluation;
8. Attend meetings concerned with SETA operations and requirements;
9. Collect and analyze demographic data for the development of planning documents, proposals, contracts, and program evaluation;
10. Assess and prioritize needs according to plans and guidelines.

In addition to the above:

Workforce Development Analyst (Range 1)

1. Assist with the collection and analysis of demographic data for the development of planning documents, contract development, and monitoring the effectiveness of job training programs;
2. Assist with assessing and prioritizing needs according to annual plans and guidelines;
3. Assist with setting goals and developing procedures for evaluating program funding requests;
4. Assist with providing technical assistance to potential program providers;
5. Assist with developing proposal requests in facilitating funding procedures;
6. Assist with conducting workshops for providers;
7. Assist with background support for contract negotiations;
8. Provide basic administrative support;
9. May assist in evaluating sub-grantee performance;
10. May ensure that contracts and necessary documentation are submitted, prepared, processed and executed within time limitations.

In addition to the above:

Workforce Development Analyst (Range 2)

1. Provide technical assistance to potential program providers;
2. Provide information on contracting procedures and funding requirements.
3. Conduct workshops for providers;
4. Contact grant recipients and provide information on administrative requirements and operating regulations;
5. Input, access and analyze data using a computer;
6. May assist in developing and recommending improvement for programs based on data collected, performance metrics, and enhancements to productivity;
7. May provide research support to stay current on state rules, regulations, laws and policies;
8. Conduct research and draft language for a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents.

In addition to the above:

Workforce Development Analyst (Range 3)

1. Recommend program goals and procedures for evaluating funding requests;
2. Make recommendations on program and proposal acceptance;
3. Provide a wide variety of technical assistance to potential and existing program providers, including information on contracting procedures, reporting, and funding requirements;
4. Develop and conduct workshops and presentations for Boards, committees, partners, providers and community members;
5. Conduct contract negotiations with subgrantees and make recommendations on contract language;
6. Complete the final versions of awarded contracts;
7. Assist in the training and mentoring of assigned staff;
8. Establish and maintain good working relationships with a variety of groups and organizations;
9. Conduct research and prepare a variety of written documents including training manuals, proposals, Request for Proposals, plans and plan modifications, board items, and contract documents;

10. Participate and/or lead the overall planning, organizing, directing, controlling and delivery of all projects prioritized in alignment with the expectation and business needs;
11. May assist in the planning and scheduling of work.

MINIMUM QUALIFICATIONS

All Ranges:

Knowledge of:

- Basic knowledge of workforce development programs, functions, and procedures;
- SETA funded workforce development programs, functions, and procedures;
- Program planning, evaluation and monitoring;
- Job training needs and requirements of the low-income community;
- Local community, social, financial and employment resources.
- Procurement and evaluation of programs and services, such as workforce development, community or human services;
- Planning and project management;
- Rules and regulations affecting the funding, administration and operation of grants;
- Community organizations, educational institutions, training providers, and government programs assisting low-income and unemployed individuals.

ABILITIES

Workforce Development Analyst (Range 1)

Ability to:

- Assist with the development of proposal requirements for workforce development grants;
- Assist with analyzing and making recommendations regarding the funding of subgrants;
- Gather and analyze a variety of data and information and draft written summaries, recommendations, and policy documents;
- Assist with developing and preparing a variety of reports;
- Assist with developing and conducting informational workshops;
- Effectively represent SETA's workforce development functions;
- Establish and maintain cooperative working relationships.

In addition to the above:

Workforce Development Analyst (Range 2)

Ability to:

- Assist with SETA long range planning efforts;
- Assist with contract development, program monitoring, and program evaluation functions;
- Develop and prepare a variety of reports.

In addition to the above:

Workforce Development Analyst (Range 3)

Ability to:

- Assist with the mentoring and training of assigned personnel;
- Coordinate SETA's long range planning efforts with partners, community organizations, education and training providers and local government;
- Coordinate procurement processes;
- Develop proposal requirements for workforce development grants and contracts;

- Analyze proposals and make recommendations regarding the funding of subgrants;
- Develop and conduct informational workshops;
- Present board items and project plans to SETA management, boards and committees.

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 knowledge and abilities would be:

Advanced educational training in sociology, psychology, business administration, economics or other social science or some background in working with workforce development programs is highly desirable. This could include two (2) years for Range 2 and three (3) years for Range 3 of increasingly responsible work experience in planning, policy, and analytical or related work.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Climbing</i>	Rarely. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<i>Balancing</i>	Rarely. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<i>Stooping</i>	Rarely. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<i>Kneeling</i>	Rarely. Bending legs at knee to come to a rest on knee or knees.
<i>Crouching</i>	Rarely. Bending the body downward and forward by bending leg and spine.
<i>Crawling</i>	Rarely. Moving about on hands and knees or hands and feet.
<i>Reaching</i>	Frequently. Extending hand(s) and arm(s) in any direction.
<i>Standing</i>	Frequently. Particularly for sustained periods of time.
<i>Walking</i>	Frequently. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<i>Pushing</i>	Rarely. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<i>Pulling</i>	Rarely. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<i>Lifting</i>	Rarely. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<i>Fingering</i>	Frequently. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<i>Grasping</i>	Frequently. Applying pressure to an object with the fingers and palm.
<i>Feeling</i>	Frequently. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

<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>	Frequently. 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>	Frequently. Substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Physical Requirements</i>	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<i>Visual Acuity Requirements</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; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

ALTERNATE RANGE CRITERIA

This deep class has three alternate ranges. Ranges 1, 2, and 3, incorporate the Entry, Specialist, and Advanced Journey levels into one class concept.

Readiness to move from ranges will be assessed by the supervisor and approved by the Agency as follows: Range 2 to Range 3 - employees will be eligible to participate in the current SETA advancement program.

ITEM III-B – 1 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE SUPPORT SERVICES (RSS) AND RSS SET-ASIDE PROGRAMS, PROGRAM YEAR (PY) 2019-20

BACKGROUND:

As the designated administrator of the Refugee Support Services (RSS) and RSS Set-aside 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. Local needs are determined through a planning process designated by the California Department of Social Services (CDSS)—Refugee Programs Bureau (RPB), and conducted by SETA on a three-year basis. RSS and RSS Set-aside 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 and acculturation assistance, 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).

Current providers of RSS and RSS Set-aside services were secured under delegate agreements by SETA through two Request for Proposals (RFP) processes; one in September, 2017, for a three-year funding period that began October 1, 2017 and ends September 30, 2020, and the second in January, 2019, for a 21-month funding period that began January 7, 2019 and ends September 30, 2020. The second RFP, which expanded RSS program services by adding two new components, was the result of SETA's PY 2018-19 final RSS award, which substantially exceeded preliminary estimates of funds available for allocation.

Consistent with the RFPs and delegate agreements, this item recommends the extension of RSS provider delegate agreements for one, final year beginning October 1, 2019, and ending on September 30, 2020.

Under SETA's RSS and RSS Set-aside programs, the following services, which are client centered and geared towards obtaining employment and acculturation, are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone

ITEM III-B- 1 – ACTION (continued)

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- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT)
- English Language Learner (ELL) Workforce Navigator
- Social Adjustment and Cultural Orientation (SA&CO) – Older Refugees

2019-20 RSS and RSS Set-aside Funding Levels –

SETA has not received final notification of award for its RSS or RSS Set-aside programs for PY 2019-20. Preliminary estimates indicate that funds available for allocation will be:

- **RSS -** \$3,958,375
- **RSS Set-aside -** \$ 22,121

Based on the RSS preliminary amount, 1,684 refugees will be served in the VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator components. Based on the RSS Set-aside amount, 56 older refugees will receive assistance accessing naturalization/citizenship, as well as social adjustment and acculturation services.

The amounts indicated above for allocation are merely estimates and are subject to change once final PY 2019-20 allocations are received from CDSS-RPB.

Extension Recommendations

Staff is seeking approval of the final year's extension of the current Refugee Program provider delegate agreements effective October 1, 2019. Recommended funding levels, as reflected in the attached funding extension charts, are based on provider performance through July 31, 2019, which for RSS includes enrollment, entered employment and retention rates, average wage at placement, and CalWORKs and Refugee Cash Assistance (RCA) grant reduction/termination rates. For RSS Set-aside, provider performance is based on the numbers of applications and interviews for citizenship/naturalization, as well as the numbers of refugees obtaining citizenship. In addition to provider performance, the recommended awards also represent a balance between geographic diversification, and maintaining adequate program infrastructure to reduce volatility in programs/services.

Performance through July 31, 2019 for some of the providers may appear low in the two new activities, VESL/OJT and ELL Workforce Navigator, which were procured in January, 2019. This can be attributed to the delayed onboarding of

staff for the new programs. SETA has noted that since July, improvements have been demonstrated by all providers. More time is needed to evaluate their ability to successfully perform in the delivery of these services. Accordingly, staff recommends that current funding levels be maintained, at a minimum, to ensure the programs are adequately resourced to be effective.

Funding for all RSS activities will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the deobligation of funds.

Program Performance/Evaluation –

SETA staff routinely monitor and evaluate Refugee Program providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes, but is not limited to:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works America's Job Center (SWJC) staff

Program performance through July 31, 2019, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2019, employment service programs enrolled a total of 1,249 customers with 718 (57 percent) entering employment, and a 90 percent employment retention rate after 90 days. An additional 46 customers were served in the social adjustment and acculturation program for older refugees receiving over 211 service units, including 44 application submissions for citizenship.

Provider performance detail has been sent under separate cover.

RECOMMENDATION:

Approve the funding extensions for the RSS and RSS Set-aside programs for PY 2019-20 effective October 1, 2019 as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2019-20 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of 5% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2019, through September 30, 2020.
5. If the final allocations for the new RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for new RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation after the first quarter of the program year and contingent upon provider performance.
7. If guidance from ORR indicates that the RSS Set-aside grant is eliminated for PY 2019-20, the SA&CO Older Refugee program may be funded from the PY 2019-20 RSS allocation, contingent upon the final RSS allocation.
8. Participants in Match Grant employment services provided by the International Rescue Committee (IRC) and World Relief are not eligible to participate in IRC's or World Relief's new RSS-funded programs until all services within the Match Grants have been exhausted.

PRESENTER: Michelle O'Camb

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2019-20
Vocational English-as-a-Second Language/Employment Services (VESL/ES)**

PROVIDER NAME	CURRENT FUNDING, PY 2018-19		FUNDING EXTENSION RECOMMENDATIONS, PY 2019-20	
	AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
Asian Resources, Inc.	\$322,087	137	142	\$333,842
Bach Viet Association, Inc.	375,000	150	153	382,500
Folsom Cordova Community Partnership	74,940	30	30	74,940
International Rescue Committee, Inc.	367,500	147	152	380,000
Lao Family Community Development, Inc.	380,000	152	155	387,500
Twin Rivers USD	334,202	242	247	341,107
World Relief - Sacramento	124,700	50	53	132,182
Totals	\$1,978,429	908	932	\$2,032,071

* Subject to the final award of 2019-20 RSS funding from ORR

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2019-20
Employment Services (ES) Stand Alone**

PROVIDER NAME	CURRENT FUNDING, PY 2018-19		FUNDING EXTENSION RECOMMENDATIONS, PY 2019-20	
	AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
Asian Resources, Inc.	\$108,010	70	73	\$112,639
Bach Viet Association, Inc.	124,500	83	86	129,000
Folsom Cordova Community Partnership	127,428	82	82	127,428
International Rescue Committee, Inc.	111,000	74	82	123,000
Lao Family Community Development, Inc.	114,000	76	79	118,500
Twin Rivers USD	125,342	98	103	131,737
World Relief - Sacramento	75,000	50	55	82,500
Totals	\$785,280	533	560	\$824,804

* Subject to the final award of 2019-20 RSS funding from ORR

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2019-20
Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT)**

AGENCY NAME	CURRENT FUNDING, PY 2018-19		FUNDING EXTENSION RECOMMENDATIONS, PY 2019-20	
	AMOUNT	#s TO SERVE	NEW #S TO SERVE*	NEW AMOUNT*
Asian Resources, Inc.	\$176,000	22	22	\$176,000
Bach Viet Association, Inc.	176,000	22	32	256,000
Folsom Cordova Community Partnership	176,000	22	22	176,000
Lao Family Community Development	176,000	22	22	176,000
Totals	\$704,000	88	98	\$784,000

* Subject to the final award of 2019-20 RSS funding from ORR

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2019-20
English Language Learner (ELL) Workforce Navigator**

PROVIDER NAME	CURRENT FUNDING, PY 2018-19		FUNDING EXTENSION RECOMMENDATIONS, PY 2019-20	
	AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
Elk Grove USD - Adult School	\$70,000	20	20	\$70,000
Folsom Cordova USD - Adult School	70,000	20	25	87,500
International Rescue Committee, Inc.	70,000	20	20	70,000
Sacramento City USD	70,000	28	36	90,000
Totals	\$280,000	88	101	\$317,500

* Subject to the final award of 2019-20 RSS funding from ORR

**Refugee Support Services (RSS) Set-aside
Funding Augmentation Recommendations, PY 2019-20
SA&CO (Older Refugees)**

PROVIDER NAME	CURRENT FUNDING, PY 2018-19		FUNDING EXTENSION RECOMMENDATIONS, PY 2019-20	
	AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
Slavic Assistance Center	\$22,121	56	56	\$22,121
Totals	\$22,121	56	56	\$22,121

* Subject to the final award of 2019-20 RSS Set-aside funding from ORR

ITEM III-C – 1 - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER PROGRAM YEAR
2018-2019 HEAD START FUNDS

BACKGROUND:

A carryover of funds from 2018-2019 to 2019-2020 is being requested for the Head Start program in an amount not to exceed **\$1,379,123** to complete projects related to supplemental duration start-up that were not completed before the end of the fiscal year, July 31, 2019.

On March 15, 2019, SETA received supplemental funding from the Office of Head Start/Administration for Children and Families to extend the duration of Head Start services beginning in the program year 2019-2020. Funding is as follows:

Program	Funded Projects	Original Start-up Amount	Under-spent Funds for Carryover
SETA Operated Program	Supplies, equipment, & minor renovations and repairs	\$193,000	\$173,032
Twin Rivers USD	Equipment & Modular ¹ (Oakdale)	\$1,020,000	\$1,000,670
WCIC	Supplies, equipment, & major renovation	\$239,996	\$205,421
Total Duration Funding		\$1,452,996	\$1,379,123

¹The award for the modular building (Twin Rivers USD) was contingent upon the approval of a completed 1303 Facilities Application which has not yet been finalized.

The Office of Head Start requires funds be fully obligated by July 31, 2019, and that all obligations be liquidated by October 30, 2019 with the exception of ACF pre-approved projects not completed by the end of the fiscal year. Due to the nature of construction projects and the timing of when funds were received, staff is recommending carrying over up to \$1,379,123.

Due to the uncertain nature of construction projects and the timing of when funds were received, SETA requests to extend the carryover funds through July 31, 2020. It is anticipated that all carryover funds will be expended by this date.

Non-Federal Share (\$344,781)

SETA Operated Program **\$43,258**

SETA will meet its non-federal share requirement with classroom volunteers. Classroom volunteers include parent classroom volunteers, School Readiness

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Aides, and Parent Food Aides. SETA anticipates approximately 1,785.31 hours of volunteer time valued at the current Associate Teacher wage rate with fringe benefits (\$24.23/hour).

Twin Rivers USD \$250,168

Twin Rivers USD will meet their non-federal share requirement time with parent volunteer hours. The district anticipates approximately 11,828.27 hours valued at \$21.15 per hour.

WCIC \$51,355

WCIC will meet their non-federal share requirement with classroom volunteers. Additional current parents/past parents are estimated to donate their time through educational hours spent with the children in a volunteer capacity, such as, classrooms, home activities, and special arts activities/events. WCIC anticipates approximately 2,085.06 hours of volunteer time valued at \$24.63 per hour.

It is anticipated that all carryover funds will be expended by July 31, 2020.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2018-2019, from Head Start supplemental duration grant in an amount not to exceed **\$1,379,123.**

PRESENTER: Denise Lee

ITEM IV-A INFORMATION

SACRAMENTO BEE ARTICLE ON SETA SUCCESS STORY

BACKGROUND:

Below please find an Op Ed co-written by SETA Board Chair Larry Carr which highlights one family's successful path out of homelessness.

Staff will be available to answer questions.

Family found a path to success from homelessness

We who have homes and jobs and health insurance can become jaded to why people experience homelessness. Typical generalizations are: They don't work hard enough, they drink, they had too many kids, they run afoul of the law.

What is also likely true is that an individual or a family can become homeless because of bad luck, ill health or, as thousands of Northern Californians recently experienced, wild-fire.

But imagine if you didn't have a place to sleep at night but you still had a job. Or imagine you are living in someone's garage or "couch-surfing" with family or friends, and then add children to the scenario. When you add in the kids - especially toddlers -



BY LARRY CARR AND EDWARD CONDON

Special to *The Sacramento Bee*

not having a stable place to live takes homelessness to a deeper dimension of pain.

People can experience homelessness in many ways, and bringing services to them needs to be much more than a roof, a bed and a good meal.

As our city, our county and our country seriously confront homelessness, we should remember that the most vulnerable of our population are children without homes, and the damage caused to them is long-term. Children are impacted in their educa-

tional and emotional development, as well as in their physical development if they aren't getting nutritious meals and health care.

We'd like to relate, through the eyes of one mom, a family's experience and how they succeeded with help from supportive programs.

After a run of trouble, a Sacramento family of four, including two little boys, found itself homeless. The parents took numerous bus and light rail rides searching for help.

"We ended up at Loaves & Fishes," said the mom, Lucia, "and we were sent to Maryhouse, a center for woman and kids in need of a safe place during the day."

That wise choice led to a cascade of other good things happening. From Maryhouse, they learned

about a shelter called Family Promise, which is on the grounds of Loaves & Fishes.

"We were accepted into the shelter, and that was the moment we knew our life was going to change for the better," Lucia said.

While there, the parents got their driver's licenses, saved money and paid off debt. They enrolled their four-year-old son at the Mustard Seed School, a school for families who are currently experiencing homelessness. But having an 18-month-old son to care for still made it difficult for both parents to go to work, so they looked for daycare options. And that's when they found the Sacramento Employment and Training Agency's Head Start program.

"The Head Start staff was so welcoming and friendly," Lucia added,

"and that made us very comfortable with the program. Getting my son into Early Head Start was another one of those wise decisions we made."

With the toddler in preschool, the mom was able to go back to school, get her GED and then attend a nine-week program called Women's Empowerment. After finishing the classes, she found a job.

"To be able to work and know I don't have to worry about child care is truly a blessing," she said.

And then came along another moment of serenity, created by opportunity and being in the right place.

"While my son was attending Head Start, the program had a 30th anniversary celebration, and we were asked to speak about how the SETA Head Start helped us while we were homeless. After giving our talk, a gentleman walked up and offered my husband a position in Information Technology."

Once again, their life changed again for the better.

"If it wasn't for Head

Start giving the family a slot for the toddler to attend, we wouldn't be where we are today," Lucia said. That little boy who was 18-months-old is now in fourth grade.

And here's the rest of the story. The father has been working at SETA for six years, and mom is the outreach coordinator at the Mustard Seed School.

"To give back and let other families know that there is a way out of homelessness is the best job ever," Lucia said.

What her family's experience demonstrates is the value of a stable home environment, and the advantage this provides in helping people to feed themselves and their kids, to make it to work on time and to see their children safely off to school.

Our community is blessed to have a generous assortment of programs like Head Start, Loaves & Fishes, Maryhouse, Sacramento Steps Forward, SETA, Women's Empowerment and others. There is help across a spectrum of services for individuals and families who want to do better for themselves.

Services provided by organizations such as SETA are carefully planned to reflect local conditions and community needs and, in the case of Head Start, to serve children most at-risk.

The critical role these organizations play in making these American lives healthy again needs emphasis. Experts say that, when working with families experiencing homelessness, it is important to remember that children's health and housing security are closely intertwined.

If our nation is the land of second chances where we have the freedom to change our lives and to start again, then we should support and promote all the levers that assist families like Lucia's, who then - in her words - can give back and return the favor.

Larry Carr is District 8 Councilmember, City of Sacramento and Board Chair, Sacramento Employment and Training Agency. Edward Condon is Executive Director of the Sacramento-based Region 9 Head Start Association.

THE SACRAMENTO BEE

Gary Wortel
President and Publisher

Lauren Gustus
Vice President/Editor

Gil Durán
California Opinion Editor

Call 916-321-1097 to comment on the opinion pages.

ITEM IV- B - INFORMATION

THE FUTURE OF WORK

BACKGROUND:

Attached is a recent article published by Valley Vision on the Future of Work.

Staff will be available to answer questions.

RESENER: Roy Kim



blog



preventing displacement in the future of work

by [Evan Schmidt \(https://valleyvision.org/author/evan-schmidtvalleyvision-org/\)](https://valleyvision.org/author/evan-schmidtvalleyvision-org/) on [Aug \(https://valleyvision.org/2019/08/\)](https://valleyvision.org/2019/08/) [07 \(https://valleyvision.org/2019/08/07/\)](https://valleyvision.org/2019/08/07/), [2019 \(https://valleyvision.org/2019/\)](https://valleyvision.org/2019/)

The future of work will not arrive all at once, with a thud and a sudden robot takeover. Rather, **incremental changes** will gradually affect how work is organized and the mix of jobs in the economy. Of course, this is already happening.

Technologies, like automation, artificial intelligence, the internet of things, and more are giving rise to new occupations and phasing out old ones. McKinsey Global Institute issued a new report, **The Future of Work** (<https://www.mckinsey.com/featured-insights/future-of-work/the-future-of-work-in-america-people-and-places-today-and-tomorrow>), in July 2019 describing a nuanced picture of how different geographies, occupations, and social demographics will be impacted by these changes to work as a result of technological disruption.

- They found that for **different geographies**, the size and economic engine of a community makes a huge difference in how significantly job displacement impacts that area. 25 mega-cities, or the nation's largest cities with the most dynamic economies, like San Francisco, Chicago, or Atlanta, house 96 million people and have generated most job growth since the Great Recession. These same cities could capture **60% of US job growth through 2030**. To contrast, 54 trailing or more mid-sized cities, such as Yuba City, El Paso, Texas, or Flint, Michigan and roughly 2,000 rural counties, which collectively house 78 million people, have shrinking workforces, lower educational attainment, and higher unemployment. These cities are positioned for modest job gains, but rural counties could see a decade of flat or even negative growth.
- Some **occupations** are at high risk for displacement while others will change and grow. Office support, food service, transportation and logistics, and customer service roles are

at high risk of displacement in the next round of automation. At the same time, the economy will continue to create jobs, particularly roles in healthcare, STEM fields, and business services, as well as work requiring personal interaction. These changes will be uneven with new jobs appearing in some place and not others – there will be challenges in addressing these mismatches in different localities and workers will need help gaining new skills.

- Labor market outcomes already vary across **demographic groups** and automation could amplify these patterns. Individuals with a high school degree or less are four times more likely to hold highly automatable jobs than those with bachelor’s degrees. Hispanic and African-American workers may be hit the hardest, with up to 12 million displaced. Nearly 15 million jobs held by young people could be lost, requiring new actions around creating career pathways for today’s students and young workers. Workers over 50 hold an additional 11.5 million at-risk jobs. Finally, middle wage jobs may shrink as growth concentrates at the high and low ends of the wage scale.



Valley Vision and SETA are partnering to prevent displacement of high-risk occupations.

Where is the Sacramento region in all of this? In the McKinsey research, metropolitan Sacramento is considered a stable city – in league with other comparable cities such as Kansas City, Fresno, Stockton, Birmingham, Alabama, Indianapolis, Indiana, and many others. These cities fall between the growth of mega-cities and the risk of trailing cities and rural areas. The **Brookings Institution** categorized us similarly when they did an **economic assessment of our region** (<https://www.brookings.edu/wp-content/uploads/2018/04/sacramentoregioneconomicprosp>) last year and came to some similar findings about our region’s need to prepare workers for a digital future. Brookings noted that we are lagging in our attainment of digital skills. The need for digital skills is increasing significantly at all job levels, but our workers are behind in the attainment of digital skills and there are disparities across demographic groups in learning these skills, with Hispanic and African-Americans falling the furthest behind.

All signs point to the need to address these realities today. Valley Vision has been actively working to create dialogue, alignment, and action to prepare us for a digital and automated future for our regional employers, education systems, and communities. We are excited to announce a new effort to address regional Future of Work challenges. Valley Vision is working with **the four Capital Region Workforce Development Boards** (<https://capitalregionworkforceboards.com/>), including the Sacramento Employment and Training Agency (SETA), Golden Sierra, Yolo County, and North Central Counties Consortium to develop our own regional analysis of high-risk occupational profiles. Much like the McKinsey report outlined, different occupations and demographic groups will be impacted

differently by job displacement due to automation and other technologies. We will create a much deeper understanding of how Sacramento will be affected by these differences by defining and quantifying high-risk occupations in this region. We will be able to pinpoint the risk that our region faces when it comes to displacement and use this research to develop lay-off aversion, education, and job training strategies. This cutting-edge research will provide valuable insight and help us move past our worries about the future and move towards taking action to improve our opportunities and economy.

Valley Vision has already been active with Future of Work issues and our new project will get us to the next level. Some of the key actions we've taken so far:

- We have been working with the four Capital Region Workforce Development Boards on a **[Future of Work \(https://valleyvision.org/projects/regional-prosperity-digitalization-skills/\)](https://valleyvision.org/projects/regional-prosperity-digitalization-skills/)** initiative to understand the shape and dimensions of these changes in the Capital region since 2017. Starting with forums in Yolo, El Dorado, Yuba, and Sacramento counties, Valley Vision reviewed the preeminent research from across the country exploring these changes in the nation and used the findings to create priorities with community partners from business, education, workforce, and others.
- In May this year, we worked in partnership with the regional Workforce Development Boards to create the **[Future Focus \(https://gofuturefocus.com/\)](https://gofuturefocus.com/)** event – bringing a national futurist speaker to the region to address the coming challenges.
- We have initiated a Digital Skills Initiative to address the gap in digital skills and ready workers for the future. Through this work we are developing strategies to prepare

the workforce for the future of work as part of the regional **Prosperity Strategy (<https://sacramentoplan.com/>)** in partnership with the Sacramento Area Council of Governments (SACOG), the Greater Sacramento Economic Council, and the Sacramento Metro Chamber.

- As part of our Digital Skill focus, we are part of the Sacramento **Digital Inclusion Coalition (<https://valleyvision.org/fix-capital-regions-digital-divide/>)** to expanding digital equity in the region.

The Future of Work will change the dimensions of our economy and impact the opportunities throughout our nation and region. In the next few months, Valley Vision will be sharing a great deal of information about how we can best prepare for this disruption. To keep up with Valley Vision's work, **subscribe to our Vantage Point email newsletter (<https://valleyvision.org/engage/newsletter/>)!**

***Evan Schmidt (<https://valleyvision.org/person/evan-schmidt/>)** is Valley Vision's Senior Director working on the Public Opinion Surveying initiative and projects in the Healthy Communities and 21st Century Workforce strategy areas.*

Share:



([http://www.facebook.com/sharer.php?u=https://valleyvision.org/preventing-](http://www.facebook.com/sharer.php?u=https://valleyvision.org/preventing-displacement-in-the-future-of-work/)

displacement-in-the-future-of-work/) 

([http://twitter.com/share?](http://twitter.com/share?url=https://valleyvision.org/preventing-displacement-in-the-future-of-work/&text=Preventing%20Displacement%20in%20the%20Future%20of%20Work)

url=https://valleyvision.org/preventing-

displacement-in-the-future-of-

work/&text=Preventing%20Displacement%

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** August 30, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$208,500	7/1/18-6/30/19	7/1/18-6/30/19
WIOA	DW	\$69,500	7/1/18-6/30/19	7/1/18-6/30/19
WIOA	OSY	\$301,454	7/1/18-6/30/19	7/1/18-6/30/19
RSS	VESL	\$321,557	10/1/18-9/30/19	10/1/18-3/31/19
RSS	ES/Std Al	\$107,580	10/1/18-9/30/19	10/1/18-3/31/19
RSS	OJT	\$176,000	10/1/18-9/30/19	10/1/18-3/31/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 6/24-6/26/19, follow up on 8/5/19, 8/20/19

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA program from July 1, 2018 to June 30, 2019 and RSS programs from October 1, 2018 to March 31, 2019. 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff **DATE:** July 5, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$340,121	10/1/17-9/30/18	01/1/18-9/30/18
RSS	ES	\$36,540	5/1/18-9/30/18	5/1/18-9/30/18
TA	ES	\$70,260	10/1/17-9/30/18	01/1/18-9/30/18
RSS	VESL/ES	\$375,000	10/1/18-9/30/19	10/1/18-3/31/19
RSS	ES	\$124,500	10/1/18-9/30/19	10/1/18-3/31/19
RSS	VESL/OJT	\$176,000	1/7/19-9/30/19	1/7/19-3/31/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 5/28-5/30/19, 6/10, 6/19, 7/2

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

Findings and General Observations:

- 1) We have reviewed the RESS and WIOA programs for the period of January 1, 2018 to March 31, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order except as noted below.
- 2) During payroll testing and inquiry it was discovered there were timesheets that did not correspond with employee paychecks. Upon further investigation it was discovered that Bach Viet allows its employees to accrue and utilize comp time over multiple pay periods. Bach Viet does not have a system in place to track the comp time with authorizing signatures from the employee and supervisor. Additionally, Bach Viet does not have a system in place to track sick, vacation and personal leave taken that is signed by the employee and the supervisor. The discrepancies between the timesheets and the paychecks tested were eventually reconciled, however, the reconciliations noted took several weeks to be corrected. The concern is the time taken off is not recorded properly and therefore could lead to inaccurate reporting.
- 3) During payroll testing, SETA found all half hour increments of time reported on a timesheet were incorrectly recorded in the financial system. Bach Viet recently implemented a new QuickBooks system for financial recording and reporting, including processing payroll. Staff manually input timesheet hours into QuickBooks each pay period and consistently entered hours incorrectly. For example, 10 hours and 30 minutes would be manually inputted into the payroll system as 10.3 hours instead of the correct amount of 10.5 hours. There is currently no policy or procedure in place to review timesheet entries for accuracy once entered.
- 4) During disbursement testing, it was noted Bach Viet does not reimburse employees for mileage and expenses in a timely manner. All reimbursements reviewed were delayed at least two months. Additionally, the expenses purchased directly by staff were not approved or reviewed prior to the purchase to ensure allowability. Bach Viet staff stated the delay in reimbursement is due to cash flow issues. The delay in reimbursement could potentially lead to reporting the expenditure in the wrong grant year, and the lack of procurement review could result in an unallowable expense.

Recommendations for Corrective Action:

- 1) Submit a Corrective Action Plan to SETA addressing the concerns stated above.

- 2) SETA recommends Bach Viet have a set policy and procedure in place, which includes appropriate signatures, to keep track of and monitor hours taken for sick, vacation, personal leave, and comp time.
- 3) SETA recommends Bach Viet review its payroll entries more carefully, research how long these incorrect payroll entries have been occurring and reimburse employees whose paychecks have been shorted. SETA recommends Bach Viet put in place a set policy and procedure, including internal controls, surrounding their payroll processing and reporting. Please note; any reimbursements paid to employees can be charged to SETA only if the time being reimbursed occurred during the current period of performance for any open grant. Reimbursements for time occurring during a closed grant cannot be reimbursed by SETA and must be reimbursed to the employee from non-federal funds.
- 4) SETA recommends Bach Viet submit a policy and procedure of internal controls to implement review of staff purchases and a process to reimburse employees for mileage and expenses in a timely fashion.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Wickland **DATE:** August 9, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$164,913	7/1/18-6/30/19	7/1/18-3/31/19

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 6/17-6/20/19

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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: Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2018 to March 31, 2019. 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Robynne Rose-Haymer **DATE:** August 9, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring at Goodwill Industries of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$55,000	1/1/18-12/31/18	1/1/18-12/31/18
CSBG	Safety Net	\$20,000	1/1/18-12/31/18	1/1/18-12/31/18
CSBG	YSS	\$33,500	1/1/18-12/31/18	1/1/18-12/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 6/17-6/20/19

	<u>AREAS EXAMINED</u>	<u>COMMENTS</u>			
		<u>SATISFACTORY</u>		<u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records		X		
2	Internal Control		X		
3	Bank Reconciliation's		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: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency, Safety Net and Youth & Senior Support from January 1, 2018 to December 31, 2018. 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Kerry Ham **DATE: August 14, 2019**
FROM: David Benjamin Clark, SETA Fiscal Monitor
RE: Fiscal Monitoring of World Relief Corporation - Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$34,800	10/1/17 - 9/30/18	4/1/18 - 9/30/18
RSS/TA	VESL/ES	\$99,760	10/1/17 - 9/30/18	4/1/18 - 9/30/18
RSS/TA	ES SA	\$25,200	5/1/18 - 9/30/18	5/1/18 - 9/30/18
RSS	VESL/ES	\$124,760	10/1/18 - 9/30/19	10/1/18 - 12/31/18
RSS	ES SA	\$75,000	10/1/18 - 9/30/19	10/1/18 - 12/31/18

Monitoring Purpose: Initial Follow-up Special Final

Date of review: Feb 27 – March 1 and follow up:
 3/5, 3/8, 3/11, 3/15, 3/25, 4/12, 4/19, 5/16, 5/20, 6/4, 6/17, 6/21, 7/9, 7/16

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

Program Operator: World Relief Corporation - Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2018 to December 31, 2018 for the RSS and TA programs have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) During support services testing and inquiry, World Relief was unable to provide adequate documentation for \$110.82 charged to the grant. Initial batch testing of support services line items revealed that the previous World Relief Admin and Finance Manager had authorized an expense transfer from World Relief's Match Grant to VESL. Further inquiry regarding the purpose of this transfer was difficult, as this person is no longer employed at World Relief. Therefore, an in-depth review of all support services invoiced to SETA was conducted. Of the three grants awarded to World Relief for the 2017 – 2018 program year, only ES and ES SA had support services charged to them; these costs totaled \$2,889.23. A request was made to provide all supporting documentation to back-up these charges. A representative of World Relief submitted a list of all services provided, receipts, and other accompanying documents. After reviewing and verifying these costs, the total of confirmed costs was \$2,778.41. A second attempt was made for supporting documentation for the difference but no additional documentation was provided.

Recommendations for Corrective Action:

World Relief will reimburse SETA for the amount of \$110.82. Also, World Relief should carefully monitor that all costs have adequate supporting documentation.

cc: Kathy Kossick
Governing Board

ITEM IV-D – INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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
July 1, 2019 - August 31, 2019**

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 Elk Grove	Geographic Information	GIS Analyst (Geographic Information Systems)	1
	9	Human Resources Specialist	1
	9	New Street Maintenance Supervisor	1
City of Sacramento	9	311 Customer Service Agent	1
	9	311 Customer Service Specialist	1
	9	Legal Secretary	1
	2	Program Specialist (Water Quality)	1
	9	Program Supervisor	1
	9	Recreation Aide (Multiple Programs)	1
	9	Recreation General Supervisor	1
	9	Senior Debt Analyst	1
	2	Senior Engineer (Floodplain Management)	1
	9	Senior Recreation Aide (Multiple Programs)	1
	9	Staff Aide (Crew Leader/ Landscape & Learning)	1
	2	Supervising Plant Operator-Water	1
	9	Traffic Worker II	1
Easter Seals Superior CA	4	Child Development Specialist	1
Exact Staff	9	Forklift Operator	10
	9	Inventory Control Clerk	50
	9	Machine Operator	10
	9	Production Worker	1
Faneuil Inc.	9	Customer Service Representative (CSR)	600
Los Rios Community College District	4	Administrative Services Analyst	1
	4	Associate Vice President of Instruction for	1
	4	Control Center Technician	1
	9	Custodian	2
	6	Health Information Technology (HIT) Adjunct	1
	4	Health Information Technology Assistant Professor	1
	6	Healthcare Interpreting Adjunct Assistant	1
	4	Information Technology Network Administrator	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Sacramento Regional	1
	4	Laboratory Technician - Science (Biology)	1
	4	Student Personnel Assistant - Career & Job	1
	4	Student Support Supervisor	1
MGA Healthcare Staffing	6	Certified Nursing Assistant (CNA)	5
Sacramento Employment and Training Agency	4	CFS Quality Assurance Analyst	1
	4	Head Start Cook/ Driver	1
	4	Head Start Home Visitor	1
Total			710

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2019/2020

The following is an update of information as of September 10, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Official	6/5/2019	Education Credit Mangement Corp. 110370 Peter A. McCuen Blvd. Mather, CA 95655	8/1/2019	185	7/16-18/2019
Official	6/12/2019	Just Energy 8795 Folsom Blvd. Ste. 100 Sacramento, CA 95826	8/19/2019	27	8/13/2019
Official	7/10/2019	Varner & Brandt 3612 Madison Ave. Ste. North Highlands, CA 96660	8/28/2019	30	Services declined
	8/15/2019	Food Service Holdings, LLC dba English Manufacturing 11292 Sunrise Park Rancho Cordova 95670	8/15/2019	16	8/30/2019
	8/23/2019	rePlanet LLC 9670 Bruceville Rd. Elk Grover, CA 95624	8/26/2019	32	Pending
	9/2/2019	Nestle USA, Inc. 860 National Dr. Ste. 100 Sacramento, CA 95834	12/31/2019	54	Pending
TOTAL				344	

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of July was 4.0%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Seasonal cutbacks in education led to month-over job decline**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.0 percent in July 2019, up from a revised 3.7 percent in June 2019, and above the year-ago estimate of 3.9 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.0 percent for the nation during the same period. The unemployment rate was 3.8 percent in El Dorado County, 3.5 percent in Placer County, 4.1 percent in Sacramento County, and 4.3 percent in Yolo County.

Between June 2019 and July 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 2,100 to total 1,029,300 jobs.

- Government (down 10,100 jobs) experienced a normal seasonal decline from June to July as schools reduced staff for the summer break. Local government (down 7,000 jobs) and state government (down 3,300 jobs) were responsible for the decline.
- On the upside, construction led month-over growth, adding 2,300 jobs. This is an above average increase for this time of year.
- Education and health services advanced by 1,600 jobs. Health care and social assistance (up 2,000 jobs) was responsible for the gains.
- Trade, transportation, and utilities expanded by 1,500 jobs from June to July. Wholesale trade gained 800. Retail trade added 400 jobs. Transportation, warehousing, and utilities was up 300 jobs.

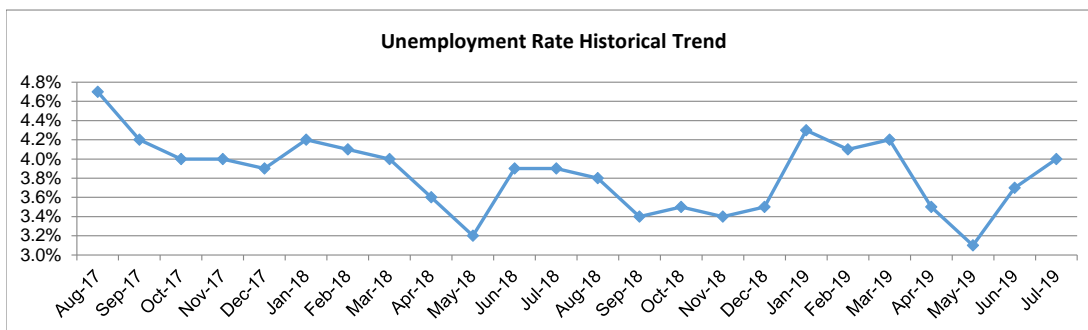
Between July 2018 and July 2019, total jobs in the region increased by 19,700, or 2.0 percent.

- Education and health services continued to lead year-over growth, adding 7,100 jobs. Health care and social assistance (up 6,600 jobs) was responsible for 93 percent of the expansion.
- Construction gained 3,900 jobs since last July. Specialty trade contractors added 3,000 jobs. Construction of buildings contributed 500 jobs over the year.
- Professional and business services advanced by 2,300 jobs. Professional, scientific, and technical services grew by 1,400 jobs. Management of companies and enterprises gained 600 jobs. Administrative and support and waste services picked up 300 jobs.
- Only two major industries experienced job reductions from last July. Information was down 500 jobs. Other services dipped by 300 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 4.0 percent in July 2019, up from a revised 3.7 percent in June 2019, and above the year-ago estimate of 3.9 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.0 percent for the nation during the same period. The unemployment rate was 3.8 percent in El Dorado County, 3.5 percent in Placer County, 4.1 percent in Sacramento County, and 4.3 percent in Yolo County.



Industry	Jun-2019	Jul-2019	Change		Jul-2018	Jul-2019	Change
	Revised	Prelim			Prelim		

Total, All Industries	1,031,400	1,029,300	(2,100)		1,009,600	1,029,300	19,700
Total Farm	10,400	10,800	400		10,700	10,800	100
Total Nonfarm	1,021,000	1,018,500	(2,500)		998,900	1,018,500	19,600
Mining, Logging, and Construction	68,400	70,700	2,300		66,800	70,700	3,900
Mining and Logging	500	500	0		500	500	0
Construction	67,900	70,200	2,300		66,300	70,200	3,900
Manufacturing	37,500	37,600	100		36,800	37,600	800
Trade, Transportation & Utilities	161,000	162,500	1,500		160,600	162,500	1,900
Information	12,000	12,000	0		12,500	12,000	(500)
Financial Activities	54,400	55,000	600		54,200	55,000	800
Professional & Business Services	137,800	138,200	400		135,900	138,200	2,300
Educational & Health Services	164,100	165,700	1,600		158,600	165,700	7,100
Leisure & Hospitality	109,900	111,100	1,200		108,900	111,100	2,200
Other Services	34,700	34,600	(100)		34,900	34,600	(300)
Government	241,200	231,100	(10,100)		229,700	231,100	1,400

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

Labor force data are revised month to month

Data Not Seasonally Adjusted

	Jul 18	May 19	Jun 19	Jul 19	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,105,500	1,090,900	1,090,100	1,103,800	1.3%	-0.2%
Civilian Employment	1,062,200	1,056,900	1,049,200	1,059,800	1.0%	-0.2%
Civilian Unemployment	43,300	34,000	40,900	44,000	7.6%	1.6%
Civilian Unemployment Rate	3.9%	3.1%	3.7%	4.0%		
(CA Unemployment Rate)	4.5%	3.5%	4.2%	4.4%		
(U.S. Unemployment Rate)	4.1%	3.4%	3.8%	4.0%		
Total, All Industries (2)	1,009,600	1,028,500	1,031,400	1,029,300	-0.2%	2.0%
Total Farm	10,700	10,000	10,400	10,800	3.8%	0.9%
Total Nonfarm	998,900	1,018,500	1,021,000	1,018,500	-0.2%	2.0%
Total Private	769,200	777,300	779,800	787,400	1.0%	2.4%
Goods Producing	103,600	104,500	105,900	108,300	2.3%	4.5%
Mining, Logging, and Construction	66,800	66,900	68,400	70,700	3.4%	5.8%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	66,300	66,400	67,900	70,200	3.4%	5.9%
Construction of Buildings	14,000	14,100	14,400	14,500	0.7%	3.6%
Specialty Trade Contractors	45,400	45,000	46,400	48,400	4.3%	6.6%
Building Foundation & Exterior Contractors	13,100	13,200	13,800	14,600	5.8%	11.5%
Building Equipment Contractors	17,700	17,000	17,400	18,100	4.0%	2.3%
Building Finishing Contractors	9,600	9,900	10,300	10,600	2.9%	10.4%
Manufacturing	36,800	37,600	37,500	37,600	0.3%	2.2%
Durable Goods	23,600	24,400	24,400	24,300	-0.4%	3.0%
Computer & Electronic Product Manufacturing	4,500	4,800	4,800	4,800	0.0%	6.7%
Nondurable Goods	13,200	13,200	13,100	13,300	1.5%	0.8%
Food Manufacturing	4,500	4,000	4,000	4,100	2.5%	-8.9%
Service Providing	895,300	914,000	915,100	910,200	-0.5%	1.7%
Private Service Providing	665,600	672,800	673,900	679,100	0.8%	2.0%
Trade, Transportation & Utilities	160,600	160,400	161,000	162,500	0.9%	1.2%
Wholesale Trade	29,000	29,500	29,700	30,500	2.7%	5.2%
Merchant Wholesalers, Durable Goods	16,200	16,400	16,600	17,000	2.4%	4.9%
Merchant Wholesalers, Nondurable Goods	11,200	11,300	11,300	11,600	2.7%	3.6%
Retail Trade	102,400	100,900	101,100	101,500	0.4%	-0.9%
Motor Vehicle & Parts Dealer	15,400	15,300	15,100	15,300	1.3%	-0.6%
Building Material & Garden Equipment Stores	8,800	8,800	8,700	8,700	0.0%	-1.1%
Grocery Stores	19,700	19,600	19,600	19,700	0.5%	0.0%
Health & Personal Care Stores	5,900	5,900	5,900	5,900	0.0%	0.0%
Clothing & Clothing Accessories Stores	8,100	7,800	7,800	7,500	-3.8%	-7.4%
Sporting Goods, Hobby, Book & Music Stores	3,900	3,800	4,000	3,800	-5.0%	-2.6%
General Merchandise Stores	19,200	19,000	19,100	19,400	1.6%	1.0%
Transportation, Warehousing & Utilities	29,200	30,000	30,200	30,500	1.0%	4.5%
Information	12,500	12,000	12,000	12,000	0.0%	-4.0%
Publishing Industries (except Internet)	2,300	2,300	2,200	2,200	0.0%	-4.3%
Telecommunications	3,500	3,300	3,300	3,400	3.0%	-2.9%
Financial Activities	54,200	54,500	54,400	55,000	1.1%	1.5%
Finance & Insurance	36,900	37,300	37,100	37,400	0.8%	1.4%
Credit Intermediation & Related Activities	11,200	10,900	10,800	10,900	0.9%	-2.7%
Depository Credit Intermediation	6,300	6,400	6,400	6,400	0.0%	1.6%
Nondepository Credit Intermediation	2,700	2,400	2,400	2,400	0.0%	-11.1%
Insurance Carriers & Related	21,700	22,400	22,100	22,300	0.9%	2.8%
Real Estate & Rental & Leasing	17,300	17,200	17,300	17,600	1.7%	1.7%
Real Estate	13,500	13,500	13,500	13,700	1.5%	1.5%
Professional & Business Services	135,900	135,800	137,800	138,200	0.3%	1.7%
Professional, Scientific & Technical Services	56,500	57,500	57,100	57,900	1.4%	2.5%
Architectural, Engineering & Related Services	10,200	10,400	10,500	10,700	1.9%	4.9%
Management of Companies & Enterprises	13,000	13,100	13,400	13,600	1.5%	4.6%
Administrative & Support & Waste Services	66,400	65,200	67,300	66,700	-0.9%	0.5%
Administrative & Support Services	63,400	62,000	64,100	63,500	-0.9%	0.2%
Employment Services	26,600	27,100	26,800	26,900	0.4%	1.1%

Data Not Seasonally Adjusted

	Jul 18	May 19	Jun 19 Revised	Jul 19 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	14,100	13,900	14,100	14,200	0.7%	0.7%
Educational & Health Services	158,600	166,100	164,100	165,700	1.0%	4.5%
Education Services	11,500	13,100	12,400	12,000	-3.2%	4.3%
Health Care & Social Assistance	147,100	153,000	151,700	153,700	1.3%	4.5%
Ambulatory Health Care Services	51,700	53,700	53,100	54,100	1.9%	4.6%
Hospitals	24,600	25,200	25,200	25,300	0.4%	2.8%
Nursing & Residential Care Facilities	17,600	18,000	18,000	18,100	0.6%	2.8%
Leisure & Hospitality	108,900	109,200	109,900	111,100	1.1%	2.0%
Arts, Entertainment & Recreation	17,600	16,100	16,300	16,400	0.6%	-6.8%
Accommodation & Food Services	91,300	93,100	93,600	94,700	1.2%	3.7%
Accommodation	10,300	10,800	11,100	11,200	0.9%	8.7%
Food Services & Drinking Places	81,000	82,300	82,500	83,500	1.2%	3.1%
Restaurants	76,700	77,500	77,500	78,700	1.5%	2.6%
Full-Service Restaurants	35,900	35,300	35,800	36,700	2.5%	2.2%
Limited-Service Eating Places	40,800	42,200	41,700	42,000	0.7%	2.9%
Other Services	34,900	34,800	34,700	34,600	-0.3%	-0.9%
Repair & Maintenance	10,800	10,600	10,600	10,600	0.0%	-1.9%
Government	229,700	241,200	241,200	231,100	-4.2%	0.6%
Federal Government	14,100	14,200	14,300	14,500	1.4%	2.8%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	215,600	227,000	226,900	216,600	-4.5%	0.5%
State Government	117,900	124,100	125,000	121,700	-2.6%	3.2%
State Government Education	28,600	32,800	33,600	29,900	-11.0%	4.5%
State Government Excluding Education	89,300	91,300	91,400	91,800	0.4%	2.8%
Local Government	97,700	102,900	101,900	94,900	-6.9%	-2.9%
Local Government Education	49,200	55,300	53,200	46,000	-13.5%	-6.5%
Local Government Excluding Education	48,500	47,600	48,700	48,900	0.4%	0.8%
County	19,400	19,300	19,400	19,400	0.0%	0.0%
City	10,900	10,500	11,100	11,100	0.0%	1.8%
Special Districts plus Indian Tribes	18,200	17,800	18,200	18,400	1.1%	1.1%

Notes:

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

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

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

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

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REPORT 400 C
Monthly Labor Force Data for Counties
July 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,453,600	18,589,100	864,500	4.4%
ALAMEDA	9	853,900	825,700	28,200	3.3%
ALPINE	50	500	470	40	7.2%
AMADOR	21	15,170	14,570	610	4.0%
BUTTE	39	102,300	96,700	5,500	5.4%
CALAVERAS	18	21,880	21,020	850	3.9%
COLUSA	57	11,190	10,040	1,150	10.2%
CONTRA COSTA	10	567,900	548,400	19,400	3.4%
DEL NORTE	40	10,010	9,430	580	5.7%
EL DORADO	17	92,000	88,500	3,500	3.8%
FRESNO	51	456,400	423,200	33,200	7.3%
GLENN	48	12,630	11,780	850	6.7%
HUMBOLDT	21	62,100	59,600	2,500	4.0%
IMPERIAL	58	68,900	54,600	14,200	20.7%
INYO	13	8,900	8,580	320	3.6%
KERN	54	390,900	358,100	32,800	8.4%
KINGS	53	58,400	53,800	4,600	7.8%
LAKE	35	28,990	27,510	1,480	5.1%
LASSEN	30	9,780	9,310	460	4.7%
LOS ANGELES	34	5,121,600	4,864,300	257,300	5.0%
MADERA	52	60,700	56,200	4,500	7.4%
MARIN	3	142,700	139,000	3,600	2.5%
MARIPOSA	18	8,280	7,950	330	3.9%
MENDOCINO	21	39,560	37,980	1,580	4.0%
MERCED	54	113,500	103,900	9,500	8.4%
MODOC	44	3,250	3,040	210	6.4%
MONO	11	9,250	8,930	330	3.5%
MONTEREY	30	234,200	223,200	11,000	4.7%
NAPA	5	75,700	73,500	2,300	3.0%
NEVADA	13	48,630	46,880	1,750	3.6%
ORANGE	7	1,620,200	1,568,900	51,300	3.2%
PLACER	11	186,400	179,900	6,500	3.5%
PLUMAS	44	8,310	7,780	530	6.4%
RIVERSIDE	32	1,093,400	1,041,200	52,200	4.8%
SACRAMENTO	24	715,700	686,300	29,400	4.1%
SAN BENITO	35	31,200	29,600	1,600	5.1%
SAN BERNARDINO	28	962,700	919,700	43,000	4.5%
SAN DIEGO	13	1,598,900	1,541,800	57,100	3.6%
SAN FRANCISCO	2	586,700	572,500	14,200	2.4%
SAN JOAQUIN	43	321,800	301,400	20,400	6.3%
SAN LUIS OBISPO	7	140,900	136,300	4,600	3.2%
SAN MATEO	1	463,400	452,700	10,700	2.3%
SANTA BARBARA	16	219,200	211,100	8,100	3.7%
SANTA CLARA	4	1,064,400	1,034,900	29,500	2.8%
SANTA CRUZ	26	145,200	138,900	6,300	4.3%
SHASTA	33	73,400	69,800	3,600	4.9%
SIERRA	35	1,350	1,280	70	5.1%
SISKIYOU	41	17,840	16,780	1,060	6.0%
SOLANO	25	207,300	198,700	8,700	4.2%
SONOMA	5	262,000	254,200	7,800	3.0%
STANISLAUS	47	244,300	228,300	16,000	6.6%
SUTTER	49	47,000	43,800	3,200	6.9%
TEHAMA	42	25,380	23,840	1,550	6.1%
TRINITY	35	4,790	4,550	240	5.1%
TULARE	56	202,700	182,500	20,200	10.0%
TUOLUMNE	29	22,080	21,070	1,010	4.6%
VENTURA	18	419,000	402,500	16,500	3.9%
YOLO	26	109,700	105,000	4,700	4.3%
YUBA	44	29,200	27,300	1,900	6.4%

Notes

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

2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

ITEM IV-G - INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the attached Head Start items.

Staff will be available to answer questions.

PRESENTER: Denise Lee



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children <i>(Partner)</i>	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records 10 Children's Files	June 11-28, 2019	File Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Overview and Scope of MCQI Review: The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **10 child files (17%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

Background and Limitations: In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

Highlighted Program Impressions and Positive Observations:

- Supportive leadership and teamwork
- Good communication between Home Visitors and families was evident
- Variety of staff training opportunities and very organized training documentation

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	10%	<ul style="list-style-type: none"> • Various transcription errors (e.g. family size, education level, income calculation, birth dates); <i>ChildPlus</i> rounds off to the tenth • Inconsistencies between child's file and <i>ChildPlus</i>
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings or concerns
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	50% 20%	<ul style="list-style-type: none"> Not all nutrition histories were completed at enrollment. Not all growth assessments were up-to-date (based on the periodicity schedule).
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	50% 50% 30%	<ul style="list-style-type: none"> Dental exams not on file Physical exam not on file Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	70%	<ul style="list-style-type: none"> Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		No significant noted findings or concerns

* 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.

Overall Observation and Trends:

- Overall, child files showed good record-keeping and documentation by staff.
- It was not clear how Pass/Fail was determined using the growth assessment results. It was observed in multiple occasions that growth assessment indicated healthy weight but *ChildPlus* stated failed status.
- ChildPlus* automatically rounded off income calculation which was not allowed per SETA policy and procedure.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records 16 Children's Files	June 11-28, 2019	File Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Overview and Scope of MCQI Review: The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **16 child files (10%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

Background and Limitations: In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

Highlighted Program Impressions and Positive Observations:

- Staff was very responsive to QA requests and feedback.
- Well- documented follow-up with families regarding missing or late health events.
- Good system for tracking immunizations
- Lesson plans were very well-written, individualized, and with very clear and specific goal and description.
- Very clear HELP assessment record-keeping

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	50%	<ul style="list-style-type: none"> • Application is not accurately entered into <i>ChildPlus</i>
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings or concerns
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>		No significant noted findings or concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	22%	<ul style="list-style-type: none"> Medical health status determination date past due, not on file or stamped
	19%	<ul style="list-style-type: none"> <i>ChildPlus</i> does not match contents of child's file
	19%	<ul style="list-style-type: none"> Children up-to-date on immunization schedule Incomplete Lead Risk Assessments
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	50%	<ul style="list-style-type: none"> Home visitor provides one home visit per week per family lasting for a minimum of 1 1/2 hours each. Missed home visits are documented clearly and rescheduled when possible based on staff and parent availability
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		No pregnant women in file sample reviewed

* 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.

Overall Observation and Trends:

- There were 3-4 separate files per enrolled child, and they were maintained in multiple campus locations. Enrollment and health files were maintained by separate staff at the Marvin Marshall location, and Home Visitors kept a travelling file and a home-based file at their offices. Due to this uncoordinated system, there were multiple copies of the same documents, the level of file organization was varied, depending on Home Visitor.
- Health Assistants and Home Visitors teamed together to follow up with families on their screenings. However, the practices were not uniform (example, system of putting “received dates” was not the same for the Health Assistants and section where to file the documents).
- Early in the program year, there was a change from separate database into a single, countywide Child Plus Database 2018-2019. It was observed that all children were assigned a Year 1 participation year regardless if child was first year or returning student.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education <i>(Partner)</i>	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records 12 Children’s Files	June 11-28, 2019	File Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Overview and Scope of MCQI Review: The MCQI review focused on the program’s recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **12 child files (18%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children’s files, health documents and cross-referenced *ChildPlus* records. Additionally, agency’s compliance with required staff training was monitored.

Background and Limitations: In understanding and interpreting the results, it’s important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

Highlighted Program Impressions and Positive Observations:

- Agency has a very secure system in keeping child file records locked and its access is restricted to authorized staff only.
- Very good case notes/follow-up documentation by program staff, families’ access to comprehensive services was clearly described.
- Good communication between Home Visitors and families was evident through the case notes and Home Visit Plans
- Very organized staff training/meeting binder

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	50%	<ul style="list-style-type: none"> Developmental assessments are incomplete according to the Assessment schedule Assessments have limited information and few sections marked with a date or completed in HELP booklet
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	58%	<ul style="list-style-type: none"> Not all age-appropriate social-emotional screenings were completed within 45 calendar days of enrollment.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	83% 75%	<ul style="list-style-type: none"> Not all nutrition histories were completed at enrollment. Not all growth assessments were up-to-date (based on the periodicity schedule).
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	33% 42% 50% 50% 50%	<ul style="list-style-type: none"> Oral health exam was not received within 90-days of enrollment date Physical exam was not received within 90-days of enrollment date Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses Blood Lead not in file within 30 days of enrollment date and/or no date to determine when blood lead results were received No date to determine when Hemoglobin/Hematocrit results were received or no evidence of Hemoglobin results on file
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	67%	<ul style="list-style-type: none"> Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		Not part of the sample that was reviewed

* 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.

Overall Observation and Trends:

- Early in the program year, there was a change from separate database into a single, countywide Child Plus Database 2018-2019. It was observed that all children were assigned a Year 1 participation year regardless if child was first year or returning student.
- Primary reason for non-compliance in the monitored health indicators was not obtaining the results or documents per countywide timelines.
- Very limited assessment information in HELP (child assessment) booklets

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

MONTHLY PROGRAM INFORMATION REPORT

August, 2019

DESIGNATED RENEWAL SYSTEM (DRS)* CHANGES

Public Comment Period ACF-IM-HS-19-02

On August 13, 2019, the Administration for Children and Families (ACF) published a Notice of Proposed Rulemaking on the Head Start Designation Renewal System (DRS).

There are two specific changes proposed pertaining to CLASS thresholds and the fiscal conditions of Head Start programs and a third, less central but nevertheless substantial proposal of interest:

1. **The administration proposes the removal of the CLASS 10% trigger.**

In exchange, the absolute CLASS thresholds will be raised. (Classroom Organization: 5, Emotional Support: 5, Instructional Support: 2.5)

2. **With regard to the fiscal condition included in DRS,** the proposal suggests, “a grantee should be required to compete if it had any audit findings associated with Head Start funds in two or more annual audit reports within the first three fiscal years of its five-year grant cycle.” They have also proposed expanding the time frame for using a finding of being “at risk of failing to be a going concern” from the previous 12 months to any time during the five-year grant cycle.
3. **It is not the focus of this proposed rule,** but ACF has also requested comments about changing the deficiency trigger from a single deficiency to two or more deficiencies.

The public comment period closes on **September 27th**. The National Head Start Association will host a webinar on September 12th at 4:00 p.m. ET to hear community feedback.

*DRS ensures the Office of Head Start identifies those communities where competition is warranted and more effectively holds grantees accountable.

IMPACTING FAMILIES EXPERIENCING HOMELESSNESS

(Excerpt from Region IX Head Start Association / June Monthly Newsletter)

On June 5th, the Region IX Head Start Association hosted a Round Table discussion in San Francisco focused on Services to Families Experiencing Homelessness.

Executive Director, Edward Condon, shared, “The round table event is an exchange of ideas, experience, wisdom and aspiration for families. We know homeless families have always been with us. Today, services for homelessness are

Nationally, more than 50,000 are reported in Head Start—Region 9 has 10 percent of that.

receiving substantially more attention than before. What we find in the shadows are moms, dads, families encountering high-income housing with low-paying jobs.

There is urgency to the situation so young lives are not overwhelmed. We are here to recommit ourselves to doing

something for those families – to being more impactful in their lives.”

As part of the Round Table discussion, participants were able to hear about innovative practices from neighboring Head Start programs, including shelter-based services in San Luis Obispo;

Building a Culture of Collaboration (serving families after the Camp Fires); and Los Angeles County Office of Education’s mobile preschool bus to serve families in

transition.

The event was kicked off with a testimonial story from Deputy Director, Denise Lee followed by a presentation by Jan Len, Program Manager, Administration for Children and Families. The testimonial story, as shared in written form with participants, is included on the next page.

HOPKINS PARK OPEN HOUSE

September 6th, 2019 10:00 am – 11:30 am

2317 Matson Drive, Sacramento, CA 95823

There will be a short program promptly starting at 10:15 am followed by ribbon cutting, site tours and refreshments.

HEAD START'S IMPACT ON ONE FAMILY WHO EXPERIENCED HOMELESSNESS

How does Head Start have an impact on families experiencing homelessness? Through the eyes of the one mom, here's a story of one family's experience and how by their resolve and supportive programs, they succeeded in transitioning out of homelessness. Their story indicates why continued improvement of Head Start services aligned with other community programs is vital and life-changing—one family at a time.

After a run of trouble, a Sacramento family of four that includes two little boys—found itself homeless.



Lucia Vega—Outreach Worker, at the Mustard Seed School, Loaves and Fishes, in Sacramento (center) is a former Head Start client whose family experienced homelessness. She poses with (left) Casey Knittel—Director of Mustard Seed School, Loaves and Fishes, Sacramento; and Denise Lee, Director of Head Start—Sacramento Employment and Training Agency.

took numerous bus and light rail rides searching for help.

“We ended up at Loaves & Fishes (a regional homeless shelter),” said the mom, Lucia Vega, “and we were sent to Maryhouse, a center for woman and kids in need of a safe place during the day.”

That wise choice led to a cascade of other good things happening. From Maryhouse, they learned about a shelter called Family Promise, which is on the grounds of Loaves & Fishes.

“We were accepted into the shelter—and that was the moment we knew our life was going to change for the better,” Lucia said.

While there, the parents got their driver's license, saved money and paid off debt. They enrolled their four-year-old son at the Mustard Seed School, a school for families who are currently experiencing homelessness.

But having an 18-month-old son to care for still made it difficult for both parents to go to work, so they looked

at for daycare options. And that's when they found Sacramento Employment and Training Agency's Head Start program.

“The Head Start staff was so welcoming and friendly,” Lucia added, “and that made us very comfortable with the program. Getting my son into Early Head Start was another one of those wise decisions we made.” With the toddler in preschool, the mom was able to go back to school and get her GED and then attend a nine-week program called Women's Empowerment. After finishing the classes, she found a job. “To be able to work and know I don't have to worry about child care is truly a blessing,” she said.

And then came along another moment of serendipity, created by opportunity and being in the right place. “While my son was attending Head Start, the program had a 30th anniversary celebration, and we were asked to speak about how the SETA Head Start helped us while we were homeless. After giving our talk a gentleman walked up and offered my husband a position in IT.”

Once again, their life changed again for the better. “If it wasn't for Head Start giving the family a slot for the toddler to attend, we wouldn't be where we are today,” Lucia said. That little boy who was 18 months old is now in fourth grade.

And here's the rest of the story. Father has been working at SETA for six years, and mom is the Outreach Coordinator at the Mustard Seed School.

“To give back and let other families know that there is a way out of homelessness is the best job ever,” Lucia said.

As a postscript to this story, the family recently purchased their first home.

SUMMER SAFETY TIPS

SETA HEAD START IN THE COMMUNITY Recruitment Events

August 2nd:

ESL Fall Orientation and
Family Fair
(Sacramento Food Bank)

20th Annual Breastfeeding
Celebration
(Community Resource Project/
Hurley Way)

August 6th:

Galt National Night Out
(Galt Police Department)

August 10th:

Impact Sac Community
Celebration
(Elkhorn Blvd.)

August 23rd:

Summer Night Lights
(Valley Hi Community Center)

September 21st:

Rio Linda County Fair
(Center Parkway)

September 22nd:

Festival Latino
(Community Resource
Project/Hurley Way)



Preventing Heatstroke: What to Do If You See a Child Alone in a Car

(Article produced/printed by: National Highway
Traffic Safety Administration (NHTSA))



if... you see a child alone in a car don't worry about getting involved in someone else's business—protecting children is everyone's business; besides, "Good Samaritan" laws offer legal protection for those who offer assistance in an emergency.

Here's What You Can Do

Don't wait more than a few minutes for the driver to return.

- If the child is not responsive or is in distress, immediately:
 - Call 911.
 - Get the child out of the car.
 - Spray the child with cool water (not in an ice bath).
- If the child is responsive:
 - Stay with the child until help arrives.
 - Have someone else search for the driver or ask the facility to

Look Before You Lock

(Source: Wheresbaby.org)



Although it might be hard to understand how this can happen, most parents who leave their children behind simply forgot. In most of these tragedies, parents became distracted. They were distracted because they were thinking about work issues, or simply fell into a daily routine that, on a usual day, did not involve responsibility for a young child.

If you make it a habit to leave your phone (or, some other item) in the back seat area every time that you buckle your child into their seat, you will be giving yourself some added insurance against the unthinkable.

HEALTH AND NUTRITION UPDATE

In June HNS Unit closed out 74 routings and referrals.

Food Service accommodated 21 special diet changes.

Year-to-date completed routings and referrals: 862.

Year-to-date total medications used at centers: 321.

Year-to-date special diets: 424.

In addition, there are 199 active medications and 212 active special diet plans of which 143 are medically required diets at the centers.

SETA PARTNERS WITH UC DAVIS TO PROMOTE HEALTH AND ORAL HEALTH



SETA has been partnering with the UC Davis Betty Irene Moore School of Nursing for the past two years. The partnership provides nurse (RN) volunteers for 6 weeks in the summer to support the Health/Nutrition program for children and families.

Last year the nurses focused on oral health and communicable disease prevention. This year they are focusing on nutrition (the importance of a healthy diet and how a poor diet affects teeth), increasing blood lead screenings, providing oral health education to parents and navigating those parents whose children have failed dental exams so that the child accesses care, and tobacco and drug prevention.

In doing so, nurses are hosting informational campaigns at the sites by providing information on blood lead and oral health. This includes providing lead testing kits for parents, information, and demonstrations on how to check for lead. The lead awareness campaign is targeting centers with the lowest lead numbers (Del Paso Heights is number #1).

The nurses setup information tables to promote awareness

and created a blood lead video that is now on the SETA Head Start web page:

<https://headstart.seta.net/health-and-safety/health/>.

Children are also getting the message through a play they created on each topic. The oral health play is aligned with the Sacramento County Public Health, *Every Smile Counts* dental campaign message of “be a super hero and empower children with a healthy, bright smile!” The nurses created superhero characters; Toothy, Brushy and Flossy, that combat tobacco smoke, sugar bugs, and germs! After the play, children receive goodie bags with information on these topics to take home to parents. The bag includes a tooth brushing kit for children. Goodies are provided by Access Dental, Liberty Dental and Sacramento County Public Health/ *Every Smiles Counts Program*.

Other projects include conducting health screenings to Blood pressure, growth assessments, hearing and vision screenings.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
July 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
Elk Grove USD	440 (0)	N/A	N/A
Sacramento City USD	1,139 (132)	28	21
SETA	1,836 (1,516)	1,713	113
San Juan USD	668 (0)	N/A	N/A
Twin Rivers USD	180 (104)	108	104
WCIC/Playmate	100 (0)	N/A	N/A
Total	4,363 (1,752)	1,849	106

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
Sacramento City USD	152	0	0
SETA	439	475	108
San Juan USD	160	164	103
TRUSD	16 (0)	N/A	N/A
Total	767 (751)	639	83

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	0	0
Total	80	44	55

- (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.

Head Start

- SETA/SCUSD: Enrollment numbers do not include 2,611 children who do not attend during the summer (traditional schedule).
- SETA/SCUSD: Enrollment numbers include children transitioning from SCUSD (delegate) to SETA (grantee).
- SETA/SCUSD: SCUSD was under-enrolled during July as the reduced enrollment was being transitioned to SETA for the 2019-2020 program year. Hence, SETA reported higher enrollment for July at 113% while SCUSD reported lower enrollment.

Early Head Start and EHS-CCP

- SETA/SCUSD: Under enrollment reflects the transition/closure between SCUSD (delegate) to SETA (grantee) and program option changes for the grantee and other delegates in 2019-2020.
- SETA/SCUSD: Enrollment numbers do not include 16 children who do not attend during the summer (traditional schedule).



SETA Head Start Food Service Operations Monthly Report *July 2019

July 4th- Holiday!

July 8th- New Centers Open:

- Capital City
- CP Huntington
- Bret Harte
- Hiram Johnson

July 16th & 17th- Job Corps closed due to water supply issues

July 19th- Kaleb Call Head Start Manager visited the Central Kitchen

July 29th- Hopkins opens EHS and Second HS Class

Meetings & Trainings: • CACFP Training provided to the Site Supervisors at Plaza Del Paso on July 22nd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,780	24,900	28,695	620

Total Amount of Meals and Snacks Prepared **87,995**

Purchases:

Food	\$84,240.03
Non - Food	\$12,205.05

Building Maintenance and Repair: **\$323.30**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$556.60**

Vehicle Maintenance and Repair : **\$2,314.77**

Vehicle Gas / Fuel: **\$1,134.07**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 2019

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	1836	259	14%	439	151	34%
Twin Rivers USD	180	28	16%	16	1	6%
Elk Grove USD	440	61	14%			
Sac City USD	1139	144	13%	152	20	13%
San Juan USD	668	120	18%	160	22	14%
WCIC	100	10	10%			
EHS CCP				120	16	13%
COUNTY TOTAL	4363	622	14%	887	210	24%

AFE: Annual Funded Enrollment

ITEM V - REPORTS TO THE BOARD

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

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

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