



**REGULAR 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: Thursday, June 6, 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/>

A G E N D A

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
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Employee Organization: AFSCME Local 146
- III. Consent Items**
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Refugee Services: None.

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One Stop Services

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- A. Chair
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VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 29, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 25, 2019
SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 25, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

**SPECIAL 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, April 25, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Carr called the meeting to order at 10:00 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
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Vice Chair; Member, Board of Supervisors (arrived at 10:04 a.m.)

- Recognition of Long-term employee: Ms. Lauren Mechals congratulated Ms. Wanda Thomas Johnson for her 20 years of service to SETA. Ms. Thomas Johnson acknowledged her son Tory who is continuing her legacy by working with foster children.

II. Consent Items

- A. Minutes of the April 4, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Approval of Out-of-State Travel to Attend the 20th Annual WIPFLI National Training Conference

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 4 minutes.
- B. Approve the claims and warrants for the period 3/28/19 through 4/17/19.
- C. Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County
- D. Approve out of state travel to the 20th Annual WIPFLI National Training Conference in Las Vegas, Nevada in July.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0
Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2018-2019 Budget

Ms. Kossick offered to answer questions.

Mr. Carr opened a public hearing on this item; no comments.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the revised Agency Budget for Fiscal Year 2018-2019.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy

Mr. Carr opened a public hearing; no comments.

Moved/Scherman, second/Nottoli, to close the public hearing and approve the updated Harassment Policy and Complaint Procedure and creation of a Reasonable Accommodation policy.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Head Start Coordinator (Education) (Supervisory)

Mr. Carr opened a public hearing.

Mr. Nottoli stated that there were quite a few changes and asked why. Ms. Allison Noren replied that the majority of modifications were clarifying responsibilities for center-based and home-based positions.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the revised job specification for Head Start Coordinator (Education) (Supervisory).

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0

4. Approval of an Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick clarified that the actual vacated seat was Peter Tateishi. Three applicants were submitted for review. The Sacramento Works Executive Committee recommends the selection of Mr. Jordan Powell since he represents the construction industry.

Moved/Kennedy, second/Schenirer, to appoint Mr. Jordan Powell to fill the seat vacated by Mr. Peter Tateishi.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

5. Ratification of Participation in the California Employment Development Department's Application to the U.S. Department of Labor, Office of Disability Employment Policy (ODEP), for the Retaining Employment and Talent After Injury/Illness Network (RETAIN) Demonstration Project Funding, and Authorize the Executive Director to Execute Funding Agreement and any Modifications or Documents Required by the Funding Source

Mr. Nottoli asked if SETA was partnering with San Diego and Ms. O'Camb replied that the State EDD chose two workforce development areas. San Diego and Sacramento were asked to participate and both workforce development areas have participated in these initiatives. There is a boot camp training that the state is paying for; no out-of-travel expenses.

Moved/Nottoli, second/Kennedy, to ratify SETA's participation in Phase 1 of EDD's California RETAIN Demonstration Project, as well as the acceptance of the accompanying funding in the amount of \$150,000, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

6. Approval of Compensation Package for Executive Director

No questions or comments.

Moved/Schenirer, second/Kennedy, to adopt a Resolution tying the Executive Director's compensation package to the Federal Executive Level II Cap, but retaining the requirement that the Executive Director shall continue to contribute the appropriate employee contribution to the pension plan (currently 5.55%, but subject to annual actuarial adjustment).

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Retroactive Approval to Fund Community Link with Community Services Block Grant (CSBG) Funds and CSBG Discretionary Funds

No questions or comments.

Moved/Schenirer, second/Kennedy, to retroactively approve the use of \$30,000 of CSBG Discretionary funds and \$7,650 in CSBG funds to support Community Link operations of the 211 Human Services Information System Database.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

One Stop Services

2. Approval of Application for Subsequent Local Area Designation and Local Board Recertification, PY 2019-2021

No questions or comments.

Moved/Scherman, second/Nottoli, to approve the submission of an application for subsequent local workforce development area designation and Local Board recertification to the California Workforce Development Board.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

Mr. Thatch stated that the Board could take action on items 2-6 as a block but item 1 must be acted upon separately.

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Budget Modification for Head Start/Early Head Start Fiscal Year 2018-2019

Mr. Carr opened a public hearing; no questions or comments.

Moved/Schenirer, second/Scherman, to close the public hearing and approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

2. Approval of Annual Self-Assessment for 2018-2019 and Resulting Program Improvement Plan SETA-Operated Program
3. Approval of Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications
4. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2019-2020
5. Approval of the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County
6. Approval of 2019-2020 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee offered to answer questions.

Moved/Nottoli, second/Kennedy, to approve items 2-6 as follows:

2. Approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
3. Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.
4. Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.
5. Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/ Expansion countywide program options and center locations for the 2019-2020 program year.
6. Approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Ms. Kossick thanked Ms. Lee and all Head Start staff as well as fiscal staff for their work on the Head Start documents.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for attending today's special meeting and reminded them that the next meeting will be June 6. Ms. Kossick also recognized Ms. Nancy Hogan and thanked her for her hard work on the many agendas that have been prepared.
- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli thanked Ms. Lee for the list of garden field trips for the Head Start programs.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:29 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/18/19 through 5/28/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/18/19 through 5/28/19.

PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPROVAL TO GRANT AUTHORITY TO FISCAL CHIEF TO AUTHORIZE THE POSTING OF JOURNAL VOUCHER ENTRIES POSTED DIRECTLY TO THE AGENCY FUND BALANCE

BACKGROUND:

On April 25, 2019, SETA received written notification from the County of Sacramento that during Fiscal Year 2017-18 the County of Sacramento Department of Finance (DOF) began requiring all journal entries (JVs) being posted directly to Fund Balance (FB) be approved by Board Resolutions. This policy is in effect for all County of Sacramento Departments, Special Districts and outside organizations that use the County of Sacramento's accounting software (COMPASS).

The County of Sacramento DOF has implemented this requirement for two reasons:

1. It prevents improper accounting treatment of revenues and or expenditures from bypassing the income statement. Fund balance is adjusted based on the annual operating results through the annual closing of the income statement. Typically, transactions being posted directly to fund balance involve a prior period audit adjustment.
2. It increases transparency between boards and the organizations/departments they oversee. Fund balance changes are the reflection of operating results. By posting directly to fund balance, this transparency can be lost or distorted.

Journal voucher entries affecting the fund balance typically only occur during the fiscal year end process and are reviewed by SETA's external auditors. The adjusted fund balance is reported within the agency audited financials which are presented and approved by the Governing Board each year.

Per the DOF notification, should SETA's Governing Board determine it is not necessary to present these JVs each time they are needed, the board can grant the authority to a department head to authorize these postings. However, DOF will still need a Board Resolution granting that expressed authority.

RECOMMENDATION:

Adopt the attached Resolution granting SETA's Fiscal Department Chief authority to authorize the posting of journal voucher entries that directly affect the Fund Balance commencing with the 2017-2018 Fiscal Year.

PRESENTER: D'et Saurbourne

RESOLUTION NO.: 2019-04

WHEREAS, the Sacramento Employment and Training Agency (SETA) is a joint powers agency of the County of Sacramento and the City of Sacramento; and

WHEREAS, beginning with the 2017-2018 Fiscal Year, the County of Sacramento Department of Finance requires all journal entries being posted directly to Fund Balance be approved by Board Resolution; and

WHEREAS, should SETA's Governing Board determine it is not necessary to present these journal entries each time they are needed, the Governing Board can grant the authority to a department head to authorize these postings;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the SETA Governing Board grants authority to the Fiscal Department Chief of SETA to authorize the posting of journal voucher entries that directly affect the Fund Balance commencing with the 2017-2018 Fiscal Year.

This authorization shall remain in full force and effect indefinitely until revoked by appropriate resolution of the SETA Governing Board.

On a motion by member _____, seconded by member _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board on June 6, 2019.

Aye:

Nay:

Absent

Chair, SETA Governing Board

Attested:

Clerk of the SETA Governing Board

ITEM III-D – CONSENT

APPROVAL OF REIMBURSEMENT POLICY AND PROCEDURE FOR
LOW-INCOME COMMUNITY ACTION BOARD (CAB) MEMBERS

BACKGROUND:

Pursuant to government regulations, SETA's Community Action Board (CAB) is required to be comprised of one-third each of public, private, and low-income sector members. The low-income members have greater challenges than other members in getting to the required CAB meetings. The Head Start Parent Advisory Council and the Head Start Policy Council offer reimbursement for transportation and child care to its council members to encourage participation and offset the cost of participating in these meetings. SETA's CAB proposes to adopt a similar policy for its low-income members.

According to the CAB Bylaws:

“Compensation for service on the CAB and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.”

SETA CAB Bylaws
Section 5.10, page 14

Staff hereby proposes that a reimbursement policy for mileage and child care be adopted for its low-income members, similar to that adopted by the Head Start PAC/PC for its members. A proposed policy and procedure is attached.

RECOMMENDATION:

Approve the attached CAB Reimbursement Policy and Procedures.

PRESENTER: Julie Davis-Jaffe

Community Action Board (CAB)

Reimbursement Policy & Procedure for Low-Income Members

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA CAB.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated, based on the standard IRS mileage rate, from your residence or workplace to the SETA offices or other location where the meeting is being held. **If additional stops are required, the additional mileage will not be reimbursed.** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

Community Action Board Reimbursement Policy and Procedure

CHILD CARE

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED CAB meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
 - c. If the CAB meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the CAB meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the CAB meeting.
 - d. For attendance at conferences as a representative of the SETA CAB, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
 - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
 - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
 - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date: SETA Governing Board Meeting on June 6, 2019

ITEM III-E - CONSENT

APPROVAL TO EXTEND JANITORIAL SERVICES AGREEMENTS AND AUTHORIZE
THE EXECUTIVE DIRECTOR TO SIGN EACH AGREEMENT

BACKGROUND:

On January 6, 2017 the Governing Board released a Request for Proposals to provide janitorial services for 28 Early Learning Centers and one central kitchen operated by the Agency. On April 6, 2017 the Governing Board authorized the Executive Director and staff to enter into negotiations with six janitorial service providers (RFP proposers) and execute signed contracts.

On July 1, 2017, SETA entered into contracts with four vendors to provide janitorial services for two years with the option of extending the agreement for three additional one-year terms. In accordance with the Exhibit E of the SETA Janitorial Contract, Section 3, Term of the Agreement, *“any increased cost for contracted services during any extension year will not exceed 5% or the Annual Consumer Price Index for the previous year, whichever is smaller.”* The SETA fiscal staff have reviewed the Annual Consumer Price Index (CPI) for last year which was 1.9%. Each contract amount will be increased to reflect the CPI of 1.9%, effective July 1, 2019. The CPI will help cover the increased costs of minimum wage, supplies and other operating expenses.

On April 2, 2019, Universal Building Services (UBS) notified SETA it would be terminating its contract, effective April 30, 2019. In accordance with the Exhibit E of the SETA Janitorial Contract, Section 3, Term of the Agreement, *“If additional services are required during the contracted term or any additional term, a fee will be negotiated consistent with the fee established for the services otherwise provided.”* During April, SETA staff scheduled a walk-through with the three remaining janitorial contractors to secure price quotes for each of the five (5) unassigned Head Start locations serviced by UBS. The lowest price quote was from Custom Hi Tech Maintenance, who began services on May 1, 2019 at the five locations previously served by UBS.

Based on the janitorial services provided in the past year, staff is recommending the extension of three agreements for an additional year, effective July 1, 2019 through June 30, 2020, as follows:

Contractor	Amount
Custom Hi Tech Maintenance	\$200,735
MCH Janitorial Services	\$63,628
New Generation Building Services	\$145,814
TOTAL	\$410,177

ITEM III-E – CONSENT (continued)
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These totals include the CPI increase, additional costs for the Head Start locations reassigned from UBS, and locations added and/or subtracted since the original contract.

Staff is available to answer questions.

RECOMMENDATION:

Approve the extension of the agreements ending on June 30, 2019 with Custom Hi Tech Maintenance, MCH Janitorial Services, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

PRESENTER: Kaleb Call

ITEM IV-A – 1 - ACTION

APPROVAL OF SALARY RANGE INCREASE TO ALL REPRESENTED UNITS

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on May 7, 2019 regarding the application of the 2019 Federal COLA for Head Start. A tentative agreement has been reached with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The agreement was ratified by the bargaining units on May 22, 2019.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that “The parties agree that the Union may request to reopen the Agreement to negotiate increases in the event that the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution.”

Consistent with the Memorandum of Understanding the parties have agreed as follows:

1. The Agency contribution for SCERS retirement will increase by 1.8% effective July 1, 2019;
2. The Federal COLA for Head Start will be 1.77% effective August 1, 2019;
3. The Agency shall increase the salary schedule for all employees by one percent (1%) effective August 1, 2019; and
4. A shortfall in the budget will be offset first by holding vacant positions and in the last resort by implementation of layoff in the impacted programs.

The Policy Council approved this item on May 28, 2019.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the salary range increase of one percent (1%) effective August 1, 2019.

PRESENTER: Dee Contreras

ITEM IV-A – 2 - ACTION

APPROVAL OF SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
RECOMMENDED BUDGET FOR FISCAL YEAR 2019-2020

BACKGROUND:

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

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 1, 2019 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

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

RECOMMENDATION:

Approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 1, 2019 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

PRESENTER: D'et Saurbourne

BUDGET ADOPTION RESOLUTION NO. 2019-05
BEFORE THE GOVERNING BOARD OF

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

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2019-20 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2019-20 be and is hereby adopted in accordance with the followings:

(1) Salaries and employees benefits	\$44,693,222
(2) Services and Supplies	9,219,362
(3) Other charges	38,569,083
(4) Fixed Assets	
(A) Land	0
(B) Structures and improvements	0
(C) Equipment	480,000
(5) Expenditure transfers	0
(6) Contingencies	0
(7) Provision for reserve increases	0
TOTAL BUDGET REQUIREMENTS	<u>\$92,961,667</u>

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

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

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

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this sixth day of June, 2019 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTACHMENTS:

Schedule of Changes – FY18-19 to FY19-20

Schedule of Appropriations

Schedule A – WIOA Grants

Schedule of Out-of-State Travel

Schedule of Fixed Assets

Schedule of Personnel

Schedule of Appropriations by Line Item

Financing Requirements Summary Schedule

ITEM IV-A – 3 - ACTION

TIMED ITEM: 10:00 A.M. and PUBLIC HEARING:
APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND
PROCEDURES VEHICLE AND DRIVING POLICY

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, the work environment, and new information and/or new situations.

In light of new information on the process of pulling motor vehicle records from SETA's insurance broker and going through a new situation with an employee's motor vehicle record (MVR), SETA has conducted a review of its Vehicle and Driving Policy.

The policy changes include:

Vehicle and Driving Policy (Section 11.05)

- Added what an employee must do if their driver license is expired.
- Removed that a copy of an MVR with negative information will be provided to the employee.
- Added that when an employee does not pass a MVR, they may be placed on unpaid administrative leave if driving is an essential function of their job or assigned modified duties pending an appeal at the discretion of the Agency.

Both the redlined version and final version of the policy are attached.

The Head Start Policy Council approved the policy changes on May 28, 2019.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Vehicle and Driving Policy.

PRESENTER: Allison Noren

Vehicle and Driving Policy

Section 11.05

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by an Agency-run annual clearance review.
 2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g. corrective lenses, will wear glasses.)
 3. An employee who is required to drive as a part of his/her duties and whose ~~se~~ ~~has had his/her~~ Driver License ~~has expired or been~~ suspended must notify Personnel and the employee's supervisor of that ~~expiration or~~ suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an ~~expired or~~ suspended Driver License is authorized to drive in the course of his/her work for SETA.
 4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
 4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
 5. Employees shall return the vehicle in the same condition that it was received (~~n~~No smoking, food wrappers, stains, etc.)

C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle must be legal to operate in accordance with California Law; ~~and-~~
 - c. A private vehicle shall include non-owned, rented, leased, and borrowed - vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver License~~;~~ as evidenced by an annual clearance review; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

D. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle -or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
 - a. Be calm;
 - b. Be courteous;
 - c. Call the police;
 - d. Notify your supervisor immediately;
 - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss~~;~~
 - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be checked annually by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR for each such employee will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. ~~A copy of an MVR with negative information will be provided to the employee.~~ The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee ~~does not have a valid Driver License or~~ does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

Approved, Governing Board: 08-03-17

Approved, Policy Council: 07-25-17

Vehicle and Driving Policy

Section 11.05

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2. General instructions in case of any accidents are:
 - a. Be calm;
 - b. Be courteous;
 - c. Call the police;
 - d. Notify your supervisor immediately;
 - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
 - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

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Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

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H. Appeal Process:

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I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

ITEM IV-B - 1 – ACTION

APPROVAL OF THE 2020-2021 COMMUNITY SERVICES BLOCK GRANT
COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2020-2021 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2020 through December 31, 2021; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$1,767,288 for calendar year 2019, but the funding level for 2020 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at www.seta.net.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients as well as community members, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, an evaluation of the most recently available Homeless Point-In-Time County, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2020-2021 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing of choice, to continue support for youth services that modify gang/pre-gang and risky/unlawful behaviors, including efforts to mitigate African American juvenile arrest rates, and maintenance of a safety net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the findings is attached. The Community Action Plan was approved by the Community Action Board at their May 29, 2019 special meeting.

RECOMMENDATION:

Review and approve the 2020-2021 Community Services Block Grant Community Action Plan.

COMMUNITY SERVICES BLOCK GRANT
2020-2021 DRAFT COMMUNITY ACTION PLAN (CAP)

KEY FINDINGS

The Sacramento County Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2020-2021 CAP was drawn from the 2017 American Community Survey, a product of the U.S. Census Bureau. The profile below describes levels of poverty by demographic groups in Sacramento County.

Poverty Rate

The most recent data available on the American Community Survey shows a 2017 Sacramento County poverty rate of 16.7%, representing 246,203 people living in poverty. The poverty rate has dropped from 16.9% in 2015, representing a decrease of 3,770 people in poverty.

Single Parents

The poverty rate among single parent households was 32.9% in 2017, down from 35.3% in 2015; for single parent families headed by a female, the poverty rate fell from 45.3% to 37%. This is good news, and reflects the increasing prosperity among many subpopulations in the County; however, the rate of poverty for families headed by a single mother remains 3.5 times higher than two-parent families.

Seniors

Poverty among seniors remains at 10.2%, while poverty among the general population has declined slightly. From 2012 to 2017, the poverty rate rose for African American, Asian, and White seniors. While the poverty rate for people with disabilities rose for all age groups from 2012 to 2017, the greatest increase was among people over the age of 65: over 3,000 seniors with disabilities joined the ranks of those living in poverty, a 2.9% increase. This is a relatively small increase, but it comes at a time when poverty rates among most populations are decreasing.

Youth

At 24.2% of the population, Sacramento County's youth age 0-17 have a poverty rate of 22.6%; this is 5.9% higher than the general population. Youth age 0-5 have the highest poverty rate, which at 25.2% is 8.5% higher than the general population. At 49.9%, children in single female parent households have a particularly high rate of poverty.

The felony arrest rate for African American youth continues to be disproportionately high. However, the inclusion of all youth age 0-17 in the juvenile arrest rate, rather than limiting it to youth age 10-17, makes the comparison less stark. The felony arrest rates

remain high: for African American males, it is 132% higher than for all juvenile males; for African American females, it is 136% higher than for all juvenile females.

Labor Force and Unemployment Data

The unemployment rate in Sacramento County continues to decline; in January, 2019, the rate was 4.8%. There are pockets of higher unemployment rates, such as Arden Arcade (6.5%, representing 2,900 people), Florin (6.6%, representing 1,400 people), and Galt (7.2%, representing 900 people).

Homelessness

The report on Sacramento's 2019 Homeless Point-In-Time Count was not released in time to be evaluated for the Community Action Plan, resulting in use of the 2017 Homeless Count. The 2017 report documented 3,665 people lacking a fixed, regular and adequate residence over which they had some control. Other findings included an 85% increase in unsheltered homeless, and a 142% increase in chronically homeless adults, in the two years between 2015 and 2017.

Hunger

The California Department of Social Services website reported that in 2016, Sacramento County had a food insecurity rate of 15.6%, representing 230,210 people. The child food insecurity rate was 20.8%, representing 75,010 children. Food insecurity is defined as a lack of consistent, reliable source of nutritious food. It is an indicator that despite the increased CalFresh participation rate (83.1% of those eligible in 2017, up from 65.8% in 2012), the need for access to food remains high.

CAP Target Populations

Based upon the needs assessment, CSBG services will be prioritized for the following populations:

- Single parent households, especially single parent female households with children age 0-5, who are seeking self-sufficiency;
- Low-income and homeless households, including victims of domestic violence, immigrants, veterans, and ex-offenders, seeking self-sufficiency;
- Youth, including emancipating foster youth, juvenile justice involved youth, homeless youth, teen parents, truant youth, and youth at risk of gang involvement or at risk of dropping out of school;
- Seniors, disabled seniors, and parenting grandparents;
- Homeless individuals and families.

ITEM IV-B – 2 - ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. WORKFORCE DEVELOPMENT BOARD TO APPROVE THE FUNDING RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2019-2020

BACKGROUND:

In October 2018, the Sacramento Works, Inc. Youth Committee began the planning and public input process for developing a Request for Proposals (RFP) to procure the WIOA Youth Program Services for program years 2019-2023.

Through committee discussions, community and youth input the WIOA Youth Program RFP focused on the following:

- Increased flexibility and innovation in service delivery/program design
- Alignment with other regional initiatives
- Program enrollment of young people living in high-poverty, high-need areas of Sacramento County
- Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand occupations

The SETA Governing Board approved the release of the WIOA Youth Services RFP on Thursday, February 7, 2019. On February 8, 2019 the RFP was released to the public with a proposal deadline of March 21, 2019. Twenty-three proposals were received by the deadline from the following organizations:

1. Sacramento City Unified School District
2. City of Sacramento, Department of Parks & Recreation
3. Crossroads Diversified Services, Inc.
4. California Human Development Corporation
5. Lao Family Community Development, Inc.
6. International Rescue Committee, Inc.
7. Folsom Cordova Community Partnership
8. La Familia Counseling Center, Inc.
9. Asian Resources, Inc.
10. Improve Your Tomorrow, Inc.
11. Sacramento Chinese Community Service Center
12. Elk Grove Unified School District
13. Goodwill Industries of Sacramento Valley & Northern Nevada, Inc.
14. Greater Sacramento Urban League
15. Sacramento Chinese Community Service Center
16. North State Building Industry Foundation
17. JUMA Ventures
18. Bridge Network Corporation

ITEM IV-B – 2 – ACTION (continued)

Page 2

19. Waking the Village
20. The Center at Sierra Health Foundation
21. Crocker Art Museum
22. Resources for Independent Living
23. Daughters of Zion Enterpryze, Inc.

Selection/Evaluation Procedure/Criteria

A proposal Evaluation Committee comprised of staff, partners, and Youth Committee members received presentations from proposers, evaluated and scored each proposal and assigned performance points based on each proposer's program performance. Staff then ranked all proposals by total score and developed funding recommendations. Proposal evaluation criteria included program summary, target area, target group, program design, performance benchmarks, statement of capabilities/references, financial management and budget. Total proposal points possible were 100.

All applicants who are either current or recent SETA-funded program operators were evaluated based upon their ability to meet contractual performance standards for up to the last three fiscal years. Other organizations not currently or previously funded by SETA and service providers who received SETA funds prior to 2013 were evaluated based on information obtained from references submitted in their proposal. Total performance points possible were 60.

Performance Criteria

Demonstrated ability to attain WIOA Common Measures, enrollment, education/employment and diploma/credential:

Program Enrollment Numbers 100%

Defined as the number of participants to be served in the program year.

Placement in Employment or Education 59%

Defined as the percentage of youth who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

Attainment of Degree or Certificate 55%

Defined as the percentage of those participants enrolled in an education or training program (excluding OJT and customized training) that attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent,

during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent ONLY if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

FUNDING ALLOCATIONS

The final WIOA Youth allocation for PY 2019-2020 was reduced by \$462,856 and funding amounts have been adjusted proportionately. The total youth funding recommendation for PY 2019-2020 is \$2,205,882. The remaining funds are allocated to program administration, support, monitoring and fiscal management.

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

Individualized Services:

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

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that have academic and occupation education as a component of the work experience
4. Occupational Skills Training that lead to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring

9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

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

FUNDING RECOMMENDATIONS BASED ON AVAILABLE FUNDING AND WIOA PROGRAM REQUIREMENTS

Individualized Services: Attachments include: (1) Program summary for each applicant proposal (sent under separate cover); (2) Funding recommendation chart for In-School and Out-of-School WIOA youth services.

In-School Youth Total	\$ 0
Out-of-School Youth Total	\$ 2,205,892

With the reduction of \$468,856 in funding, staff is recommending funding Out-of-School Youth proposers for the following reasons:

1. The WIOA focus is on serving Out-of-School youth with a 75% minimum expenditure requirement.
2. The WIOA Youth RFP required Out-of-School Youth proposers to serve youth ages 16-24.

ITEM IV-B – 2 – ACTION (continued)
Page 5

3. Out-of-School Youth Ages 16-24 do not have any access to education and employment resources.
4. The program focus is on the enrollment of young people living in high-poverty, high need areas of the County.
5. In-School Youth have access to services and resources through the K-12 school system.
6. The funding reduction is greater than the amount of In-School Youth funding for PY 2018-2019.

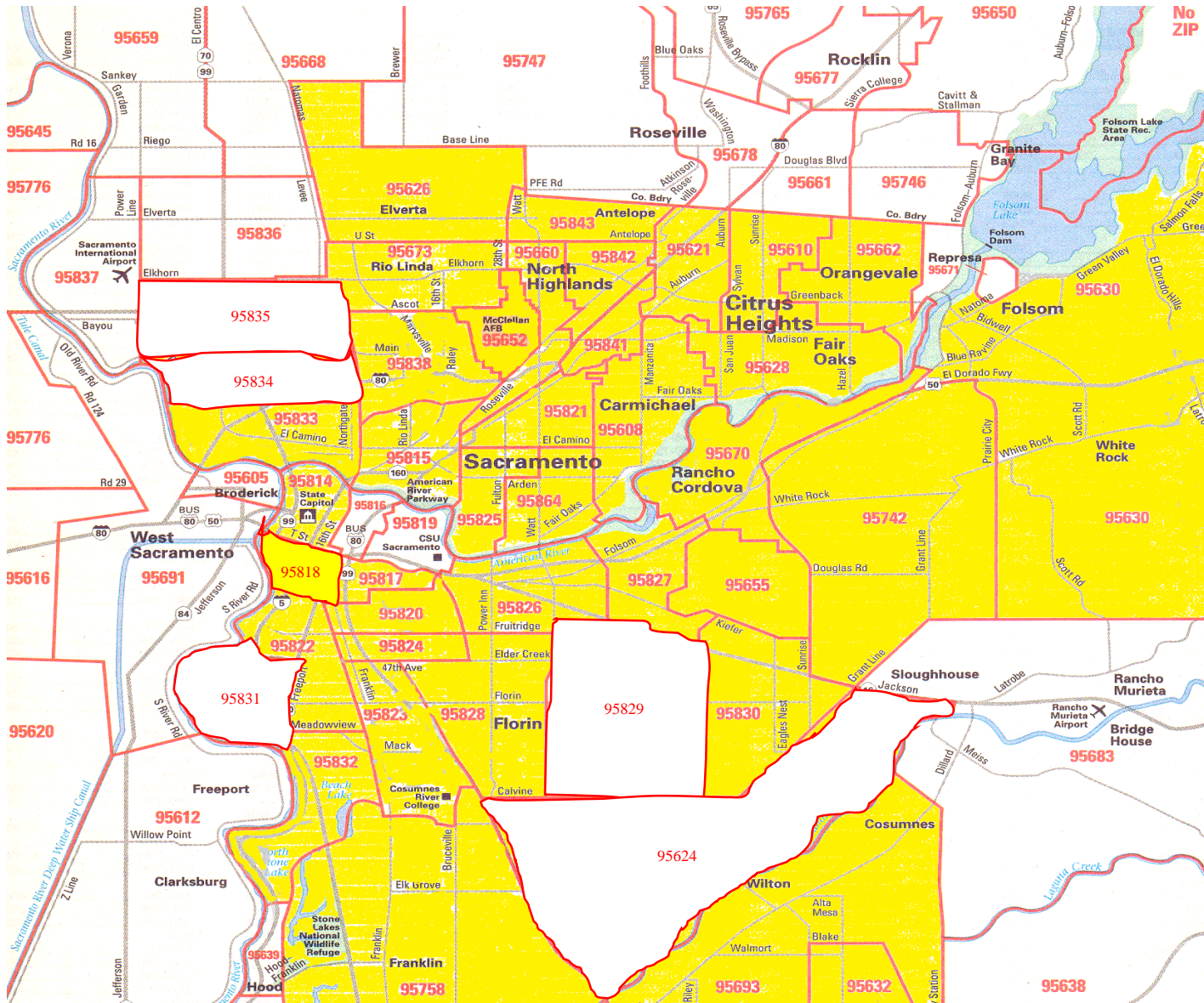
The Sacramento Works Board approved the 2019-2020 WIOA Youth Funding Recommendations on May 22, 2019.

RECOMMENDATION:

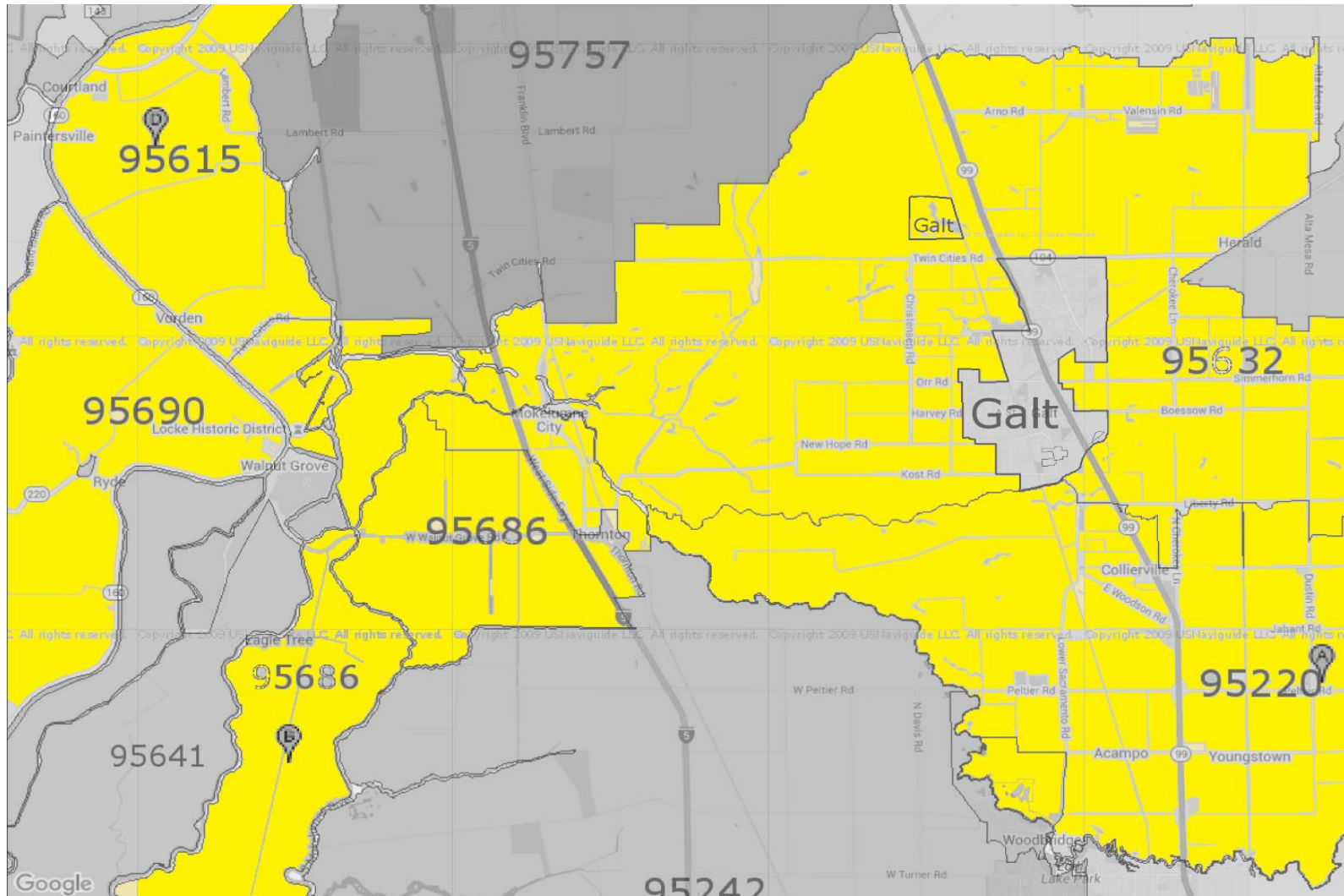
Agree with the Sacramento Works, Inc. Workforce Development Board and approve the staff funding recommendation for the WIOA Title I, Youth Program, PY 2019-2020. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

PRESENTER: Terri Carpenter

WIOA Youth Provider Service Area PY 2019 - 2020



Galt Area



**DRAFT WIOA OSY YOUTH FUNDING
PY 2019-2020**

Rank	Total Points	Out of School Youth Provider	Amount Requested	Proposed Number to be Served	2018-2019 Funding/ Numbers to Serve	2019-2020 Funding	Cost Per Participant	# of Youth	Area/Location
1	149	Lao Family Community Development	\$175,000	29	N/A	\$120,690	\$6,034	20	North Sacramento, Foothill Farms, Del Paso Heights, Arden-Arcade, Oak Park, South Sacramento, Meadowview, Florin/Hillsdale, EGACE, SCUSD, Galt, Mark Sanders and Franklin AJCCs
1	146	Waking the Village	175,000	30	N/A	116,667	5,833	20	Foothill Farms, Rio Linda, Del Paso Heights, Arden-Arcade, North Sacramento, Oak Park, Florin, Meadowview/South Sacramento, Downtown/Franklin and Asian Resources AJCCs
1	145	Elk Grove Unified School District	415,236	75	\$277,619 51	276,824	5,536	50	South Sacramento, Elk Grove/Franklin and Galt AJCCs
1	144	Sacramento City USD	331,900	50	160,747 29	199,140	6,638	30	South Sacramento, Meadowview, Fruitridge, Florin, Florin-Perkins, North Sacramento, Rancho Cordova, Arden Arcade, Del Paso Heights/SCUSD AJCC
1	144	California Human Development	150,000	25	73,644 19	120,000	6,000	20	Galt/Franklin and Galt, AJCCs
2	142	Folsom Cordova Community Partnership	295,604	50	211,816 29	177,362	5,912	30	Rancho Cordova, Rosemont, Folsom/Folsom Cordova Community Partnership and Mather AJCCs
2	140	JUMA Ventures	118,625	20	N/A	118,625	5,931	20	Oak Park, Meadowview, Del Paso Heights, Mather Field/Hillsdale and Asian Resources AJCCs
2	139	International Rescue Committee	232,995	40	N/A	116,498	5,825	20	Arden-Arcade/Hillsdale AJCC
2	135	Goodwill Industries	196,289	25	164,913 21	157,031	7,852	20	Downtown, Midtown/ Mark Sanders AJCC
2	134	La Familia Counseling Center	508,762	65	299,208 42	195,678	7,827	25	Downtown, Midtown, South Sacramento/Franklin, and La Familia AJCCs
2	133	Crossroads Diversified, Inc.	215,881	30	174,413 24	143,921	7,196	20	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Crossroads AJCC
2	132	Asian Resources, Inc.	330,856	38	301,454 38	174,135	8,707	20	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Asian Resources, Franklin and Mark Sanders AJCCs
2	132	North State Building Industry Foundation	257,709	35	178,190 23	147,262	7,363	20	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, Meadowview, South Sacramento, Rosemont, Antelope/Hillsdale, Mather, Crossroads and Greater Sacramento Urban League AJCC
3	126	Greater Sacramento Urban League	142,060	20	85,093 21	142,060	7,103	20	Del Paso Heights, Oak Park/Greater Sacramento Urban League and Hillsdale AJCCs
3	125	Sacramento Chinese Community Service Center	467,367	70	167,263 24	0	6,677	0	North and South Sacramento/Hillsdale and Franklin AJCCs
3	120	Bridge Network Corporation	113,525	15	N/A	0	7,568	0	Fruitridge, Lemon Hill, Avondale, Glen Elder, Elder Creek, Fruitridge Manor, Colonial Village, Tallac Village, Southeast Sacramento/SCUSD AJCC
3	116	Center at Sierra Health Foundation	860,255	154	N/A	0	5,586	0	Arden-Arcade, Del Paso Heights, North Sacramento, Fruitridge/Stockton, Meadowview, North Highlands, Foothill Farms, Oak Park, and Valley Hi/Greater Sacramento Urban League AJCC
5	88	Resources for Independent Living	189,247	33	N/A	0	5,735	0	Sacramento County/South County and Crossroads AJCCs
Subtotal Out of School Youth			\$5,176,311	804	\$2,094,360 302	\$2,205,892	\$6,585	335	

At least 20% of funds must be expended on paid work experience.

**DRAFT WIOA ISY YOUTH FUNDING
PY 2019-2020**

Rank	Total Points	In School Youth Provider	Amount Requested	Proposed Number to be Served	2018-2019 Funding/ Numbers to Serve	2019-2020 Funding	Cost Per Participant	# of Youth	Area/Location
1	146	Sacramento Chinese Community Service Center	\$391,666	70	\$198,736 34	\$0	\$5,595	0	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
1	145	City of Sacramento Dept of Parks and Rec	267,637	48	157,814 33	0	5,576	0	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD AJCC
3	117	Crocker Art Museum	160,348	10	N/A	0	16,035	0	Sacramento Promise Zone (95811, 95814, 95815, 95824)/ Mark Sanders AJCC
4	102	Improve Your Tomorrow	176,193	30	N/A	0	5,873	0	Del Paso Heights, North Sacramento, South Sacramento/Greater Sacramento Urban League and EGACE AJCCs
6	66	Daughters of Zion Enterpryz, Inc.	180,000	30	N/A	0	6,000	0	South Sacramento/Franklin and La Familia AJCCs
Subtotal In School Youth			\$1,175,844	188	\$356,550 67	\$0	\$7,815.78	0	

At least 20% of funds must be expended on paid work experience.

ITEM IV-B - 3 - ACTION

APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA),
SACRAMENTO WORKS, INC., RESOURCE ALLOCATION PLAN FOR 2019-2020

BACKGROUND:

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

The allocation for Program Year (PY) 2019-2020 for the WIOA Adult and Dislocated Worker programs is \$6,283,878, representing a 9.1 percent decrease (\$630,128) from PY2018-2019 funding levels. Over the last six (6) years, total WIOA allocations have decreased by over 24% (\$2,634,211).

To help offset the reductions in WIOA funding, the SWAJCs will be implementing new State-funded programs targeting “justice-involved” customers and other hard-to-serve groups and communities. In addition, the SWAJCs will continue to develop new partnerships and implement WIOA requirements.

For 2019-20, staff is recommending proportionate reductions in all RAP categories and maintaining the following RAP categories and percentages:

61.4%	Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The proposed RAP chart and definitions are attached for your review. The Sacramento Works Board approved this item at their May 22, 2019 meeting.

RECOMMENDATION:

Review and approve the Resource Allocation Plan for 2019-20.

Attachment 1
Recommended Resource Allocation Plan for FY 2019-2020

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2018-2019	Estimated Allocation % for Fiscal Year 2019-2020	WIOA Adult and Dislocated Worker Funding 2018-2019	Estimated WIOA Adult and Dislocated Worker Funding 2019-2020	Increase/Decrease from last year
Career Services: Costs associated with welcoming customers, outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services and business services.	61.4%	61.4%	\$ 4,245,201	\$ 3,858,301	\$ (386,900)
Training Services: Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training and entrepreneurial training. This activity also includes ongoing comprehensive casemanagement services for customers enrolled in training services.	24.8%	24.8%	\$ 1,714,673	\$ 1,558,402	\$ (156,271)
Job Center Support: Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 463,238	\$ 421,020	\$ (42,218)
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 387,184	\$ 351,897	\$ (35,287)
Board Initiatives: Funds are approved for Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 103,710	\$ 94,258	\$ (9,452)
Total	100.00%	100.00%	\$ 6,914,006	\$ 6,283,878	\$ (630,128)

ITEM IV-B – 4 – ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS, PY 2019-2020

BACKGROUND:

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

On June 2, 2016, the SETA Governing Board approved funding seven organizations to host Job Centers that were successful in responding to the Sacramento Works America's Job Centers System Services RFP released on March 4, 2016. In June 2018, the SETA Governing Board approved funding for California Human Development to operate an additional Job Center in Galt. In The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include, but are not limited to, in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

Contracts were negotiated and executed with the funded Job Centers for a one-year time frame, which began July 1, 2016. Contracts have been extended for additional one-year terms through June 30, 2018, and June 30, 2019, respectively, and all contracts contain language that provides SETA the sole discretion to extend contracts for up to one additional one-year term based on program performance and funding availability.

The purpose of this item is to request the Board's approval to extend contracts for the subcontracted Job Centers to cover 2019-20 program year services beginning July 1, 2019, as indicated in the attached funding charts. Recommended allocations are based on current program performance and final 2019-2020 funding allocations for the WIOA Adult and Dislocated Worker programs, which decreased by 9.1 percent (\$630,128) from 2018-2019 funding levels. If approved, the staff funding extension recommendations would reduce Job Center contracts by \$275,850, and the remaining

ITEM IV-B – 4 – ACTION (continued)

Page 2

\$354,278 in reduced funding allocations would be absorbed by reductions in SETA-hosted Job Center services, and program and administrative supports.

Through May 16, 2019, the Job Centers have provided Basic Career Services to approximately 26,000 customers and Individualized Career Services to approximately 2,300 customers. The subcontracted Job Centers account for approximately 42 percent of the Basic Career Services provided, and 50 percent of the Individualized Career Services provided system wide.

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

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

A summary of Job Center program performance has been sent under separate cover.

Based on the reduced WIOA funding allocations and overall past program performance, staff is recommending extending all Job Center contracts with the exception of the contract with Crossroads Diversified Services to host the Job Center located in Citrus Heights. Staff will work closely with Crossroads to ensure that current customers are transitioned to services available through the Hillsdale Job Center.

System-wide, the Job Centers continue to manage the ongoing implementation of WIOA and its related federal and state policy and procedural transitions, including the State-added requirement that local areas expend at least 30 percent of all WIOA funds on training services. The Job Center system continues to narrowly meet the 30 percent expenditure threshold and staff is recommending that all Job Center contracts continue to include the provision requiring that a minimum of 30 percent of the funds be expended on training services.

RECOMMENDATION:

Approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 30 percent of the funds be expended on training services.

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works America's Job Center System Career Services
Funding Extension Recommendations
PY 2019 - 2020

Agency	CURRENT WIOA FUNDING, 2018-19				WIOA FUNDING EXTENSION RECOMMENDATIONS, 2019-20			
	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer (Basic Career Services)	Number to be Served** (Basic Career Services)	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer (Basic Career Services)	Number to be Served** (Basic Career Services)
Folsom Cordova Community Partnership	\$285,000	\$50,000	\$184	1,549	\$285,000	\$50,000	\$184	1,549
La Familia Counseling Center, Inc.	258,637	50,000	181	1,429	258,637	50,000	181	1,429
Elk Grove USD	256,500	50,000	136	1,886	256,500	50,000	136	1,886
Sacramento City USD	282,150	55,000	177	1,594	282,150	55,000	177	1,594
Greater Sacramento Urban League	228,000	50,000	178	1,281	228,000	50,000	178	1,281
Asian Resources, Inc.	228,000	50,000	131	1,740	228,000	50,000	131	1,740
California Human Development	200,000	25,000	460	435	200,000	25,000	460	435
Crossroads Diversified Services, Inc.	230,850	45,000	100	2,309	0	0	0	0
Total Subcontracted	\$1,969,137	\$375,000	\$193	12,223	\$1,738,287	\$330,000	\$181	9,914

Note: A minimum of 30 percent of the total funds allocated per agency must be expended on providing training services

*** Includes vendor and supportive services**

**** A percentage of the Total Customers must be served under Individualized Career Services and will be based on end-of-year service levels**

ITEM IV-C - 1 – ACTION

RATIFICATION OF THE SUBMISSION OF THE APPLICATION FOR RELINQUISHED FUNDS FOR FISCAL YEAR 2019-20 TO THE CALIFORNIA DEPARTMENT OF EDUCATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the May 10, 2019 submission of the funding application to the California Department of Education (CDE) with a maximum reimbursement amount of \$1,341,330 for fiscal year 2019-2020. These funds will provide services to 40 infants/toddlers and 80 preschoolers in full day, full-year child development programs.

CCTR (40 infants/toddlers)	\$ 615,311
CSPP (80 preschoolers)	<u>\$ 726,019</u>
	\$1,341,330

On May 3, 2019, the California Department of Education/Early Learning and Care Division (ELCD) released a funding announcement for assigning relinquished funds to contractors who are in “good standing” with ELCD. Many of the relinquished Head Start and Early Head Start enrollment slots from Sacramento City Unified School District (SCUSD) were layered with CDE funding to provide full-day, full year comprehensive services to children. In order to continue services at the same level, SETA has applied for relinquished funding. Funds will be used to continue services at Bret Harte, Capital City, CP Huntington, Freeport and Hiram Johnson Infant/Toddler Center. If awarded, funding will begin July 1, 2019.

Mr. Kaleb Call, CFS Manager/Administration, will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the application for relinquished funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount of \$1,341,330.

PRESENTER: Kaleb Call

ITEM IV-C - 2 - ACTION

APPROVAL OF THE SUBMISSION OF THE
HEAD START/EARLY HEAD START ONE-TIME EMERGENCY PROGRAM
IMPROVEMENT SUPPLEMENTAL APPLICATION
FISCAL YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start one-time emergency Program Improvement Supplemental Application for Fiscal Year 2018-2019.

One-time funds will be used:

1. to purchase and install shade canopies, rubber surface and a drinking fountain for the EHS program at Twin Rivers USD; and
2. to purchase and install an emergency alarm system for outside gates for the SETA Operated Program

Details of each project and funding amounts will be shared at the meeting.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the submission of the Head Start/Early Head Start One-time Emergency Program Improvement Supplemental application for Fiscal Year 2018-2019.

PRESENTER: Denise Lee

ITEM V-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Mr. Paul Castro **DATE:** May 8, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of California Human Development Corp.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$96,895	3/7/17-6/30/18	10/1/17-6/30/18

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

Date of review: 1/29/19, follow-ups: 2/4, 2/7, 2/21, 3/5, 3/7, 3/12, 3/29, 4/19, 5/8

	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: California Human Development Corporation

Findings and General Observations:

- 1) We have reviewed the WIOA program from October 1, 2017 to June 30, 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:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Martha Hass **DATE:** March 26, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of County of Sacramento, Dept. of Children, Family and Adult Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior	\$16,500	1/1/17-12/31/17	1/1/17-12/31/17
CSBG	Youth and Senior	\$16,500	1/1/18-12/31/18	1/1/18-9/30/18

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 1/15/19, 1/22, 1/30, 1/31, 2/1, 2/14, 2/19, 3/11, 3/26

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: County of Sacramento, Dept of Children, Family and Adult Services

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2017 to December 31, 2017 and January 1, 2018 to September 30, 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.
- 2) A 2017 expense of \$150 was paid from the subsequent program year (2018). When the error was brought to the attention of the delegate, the \$150 was refunded to SETA by journal voucher from another funding source. According to 2CFR section §200.309 – Period of Performance, “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

Recommendations for Corrective Action:

We recommend the delegate carefully review expenses to ensure they are charged to the proper program year.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** May 6, 2019
FROM: David B. Clark, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 299,208	7/1/18 - 6/30/19	7/1/18 - 12/31/18
WIOA	AD/BIC	\$ 193,978	7/1/18 - 6/30/19	7/1/18 - 12/31/18
WIOA	DW/BIC	\$ 64,659	7/1/18 - 6/30/19	7/1/18 - 12/31/18
CSBG	YSS	\$ 55,000	1/1/18-12/31/18	8/1/18 - 12/31/18

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 26-29, 2019

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

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Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** May 6, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OY - US	\$ 188,821	7/1/17-6/30/18	1/1/18 - 6/30/18
WIOA	OY - IS	\$ 216,980	7/1/17-6/30/18	1/1/18 - 6/30/18
WIOA	OY - US	\$ 180,320	7/1/18 - 6/30/19	7/1/18 - 12/31/18
WIOA	OY - IS	\$ 216,980	7/1/18 - 6/30/19	7/1/18 - 12/31/18

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final X

Date of review: April 8 - 10, 2019

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elizabeth Hudson **DATE:** April 19, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$60,500	1/1/17-12/31/17	4/1/17-12/31/17
CSBG	Safety Net	\$60,500	1/1/18-12/31/18	1/1/18-12/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 3/18-3/19/19; follow-ups 4/15, 4/16, 4/17/19

	<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		N/A		
8	OJT-Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: The Salvation Army

Findings and General Observations:

- 1) We have reviewed the CSBG, Safety Net programs from April 1, 2017 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: Roxanna Villasenor **DATE:** May 20, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ES/SA	\$ 124,994	10/1/18 - 9/30/19	10/1/18-2/28/19
RSS	VESL/ES	\$ 333,771	10/1/18 - 9/30/19	10/1/18-2/28/19

Monitoring Purpose: Initial X Interim Special Final
Date of review: April 23-25, 2019

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

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Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bach **DATE: April 22, 2019**
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of University Enterprises, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Capital Region	Slingshot	\$82,498	3/20/17-3/31/18	10/1/17-3/31/18

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

Date of review: 4/2/19

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: University Enterprises Incorporated

Findings and General Observations:

- 1) We have reviewed the Capitol Region's Slingshot grant from October 1, 2017 to March 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. Leo McFarland **DATE:** April 19, 2019
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 22,000	1/1/18 - 12/31/18	1/1/18 - 12/31/18

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Date of review: April 2019 - Desk audit

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Volunteers of America

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Edenaugseyboye Davis **DATE:** April 5, 2019
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,000,590	8/1/17-7/31/18	2/1/18-7/31/18
Head Start	T & TA	\$7,500	8/1/17-7/31/18	2/1/18-7/31/18
Head Start	Duration	\$445,867	8/1/17-7/31/18	2/1/18-7/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 2/11-2/13/19 follow-ups: 2/19, 2/25, 3/14, 4/4/19

	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: Women's Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A and Duration programs from February 1, 2018 to July 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

ITEM V-B – 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, 2018 - May 28, 2019

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering;3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
	1	Provider Relations Representative	1
	1	Sanitation	1
	1	Security Guard	1
Artegan at Prairie City	8	Dishwasher	2
	7	Maintenance Assistant	1
Bay Area Kenworth UD Trucks	7	Body Shop Technician	1
BTC Global, INC	1	Customer Service Cashier	2
California Human Development	1	Youth Case Manager	1
California Native Plant Society	1	Accounting and HR Analyst	1
California Moving Systems	9	Driver, Helper (Mover)	1
California State University Sacramento	1	Data Processing Representative	1
	1	Front Office Receptionist (ASA II)	1
Children's Receiving Home	5	Residential Counselor	10
Choices Person Centered Services	4	SLS In-Home Attendant	3
City of Elk Grove	1	Accounting Technician	1
	1	Animal Care Supervisor	1
	1	Animal Services Officer	1
	1	Animal Services Volunteer/Events Coordinator	1
	2	Civil Engineer	1
	1	Dispatcher - Entry Level	1
	1	Environmental Specialist	1
	1	Office Specialist I & II	2
	1	Parks Maintenance Aide	5
	1	Police Records Technician I	1
	1	Police Recruit	1
	1	Public Works Division Manager	1
	2	Senior Civil Engineer	1
	7	Senior Facilities Technician	1
	1	Strategic Planning and Innovation Program Manager	1
City of Sacramento	1	311 Customer Service Supervisor	1
	1	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	3
	1	Administrative Officer	3
	1	Administrative Technician	1
	1	Animal Care Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	1	Arts Program Assistant	1
	10	Assistant Caretaker	2
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	2	Assistant Civil Engineer (Utilities)	1
	8	Assistant Cook	1
	1	Assistant Pool Manager	2
	7	Assistant Water Cross Connection Control Specialist	1
	2	Associate Civil Engineer (Water Resources)	1
	2	Associate Civil Engineer -Transportation	1
	2	Associate Civil Engineer-Hydraulic Model Reviewer	1
2	Associate Electrical Engineer	1	

SETA- Employer Activity Report
July 1, 2018 - May 28, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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City of Sacramento	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Aide	2
	10	Camp Recreation Leader	1
	10	Camp Recreation Leader	1
	10	Camp Sacramento Supervisor	1
	10	Caretaker	2
	3	Carpenter	1
	1	Cashier	1
	10	Cashier-Community Services	1
	1	City Housing Manager	1
	1	Claims Collector	1
	3	Construction Inspector I	1
	1	Cultural Services and Creative Economy Manager	1
	6	Departments Systems Specialist I	1
	6	Departments Systems Specialist II	1
	1	Director of Youth, Parks, & Community Enrichment	1
	1	Dispatcher II	3
	1	Dispatcher Recruit	2
	3	Electrician	2
	2	Engineering Technician III	1
	1	Environmental Program Manager	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	10	Event Associate	1
	1	Executive Assistant	1
	1	Financial Services Manager (Business & Revenue	1
	8	First Cook	1
	1	Fiscal Policy Analyst	1
	6	Information Technology Supervisor	1
	7	Instrument Technician I	1
	2	Junior Engineer	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	1	Legal Secretary	1
	10	Lifeguard	3
	7	Machinist	1
	1	Meter Reader	1
	1	Office of Public Safety Accountability Specialist	1
	3	Painter	1
	1	Parking Enforcement Officer (PEO)	1
	1	Park Maintenance Worker II	1
1	Payroll Technician	1	
1	Personnel Analyst	2	
7	Plant Operator	2	
1	Police Administrative Manager	1	
1	Police Officer	3	
1	Police Officer	1	
1	Police Recruit	2	
1	Pool Manager	1	
1	Principal Accountant	1	
6	Principal Applications Developer	1	

**SETA- Employer Activity Report
July 1, 2018 - May 28, 2019**

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City of Sacramento	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information Security	1
	1	Program Analyst	6
	1	Program Coordinator	1
	1	Program Director	1
	1	Program Specialist	1
	1	Public Safety Administrative Manager (Fire	1
	10	Recreation Leader (Special Needs)	1
	10	Registered Veterinary Technician	1
	1	Senior Animal Care Technician	1
	6	Senior Applications Developer - PD Systems Support	1
	10	Senior Camp Aquatics Leader	2
	1	Senior Deputy City Clerk	1
	7	Senior Electronic Maintenance Technician	1
	2	Senior Engineer	1
	2	Senior Engineering Technician	1
	10	Senior Parking Lot Attendant	1
	10	Senior Recreation Aide	3
	1	Senior Staff Assistant	1
	6	Senior Systems Engineer	1
	10	Student Trainee	2
	3	Supervising Building Inspector	1
	2	Supervising Engineer	1
	7	Supervising Generator Technician	1
	1	Supervising Landscape	1
	7	Supervising Plant Operator	1
	1	Support Services Manager	2
	6	Systems Engineer	1
	1	Telecommunications Technician Trainee	1
	1	Traffic Control and Lighting Technician I	1
	1	Traffic Control and Lighting Technician II	1
	1	Treasury Analyst	1
	1	Tree Pruner II	1
7	Utility Worker	5	
7	Utility Worker (Park Ops)	1	
7	Water Cross Connection Control Specialist	1	
Clerprem USA Corp.	7	Cutting Machine Operator	2
	7	Foaming Machine Operator	2
	9	Forklift Operator	2
	7	Mechanical Assembler	1
	7	Sewing Machine Operator	4
	9	Upholstering Operator	1
Cosumnes Community Services District	1	Fire Inspector I	1
	1	Maintenance Aide	1
	1	Office Specialist I & II	2
	1	Park Maintenance Worker	1
	1	Preschool Aide-Tiny Tot Program	1
	10	Recreation Leader	1
Direct Delivery Service, Inc.	9	Delivery Driver	50
Easter Seals Superior CA	1	Community Skills Trainer	7
	1	Core Instructor w/Class B Drivers Li	2
	5	Rehab Assistant	1

SETA- Employer Activity Report
July 1, 2018 - May 28, 2019

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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Energy Star Lighting Electric Inc.	2	Lighting Technician-Electrician	10
Estelle's Baking Company	8	Assistant Pastry Chef	1
	8	Customer Service/Barista	1
	8	Dishwashers	1
	8	Line Cook	1
	8	Pastry/Bread Baker	1
Geological Logging Inc.	9	Truck Driver/Rig-up Lab Trailers/Shop Maintenance	1
General Produce Company	9	Order Selector	10
	7	Refrigeration & Maintenance Technician	1
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1
Health Advocates	1	Attorney	1
	4	Coordinator-Sacramento	1
Hearth & Home Technologies	9	Seasonal Material Handler	3
Helix Environmental Planning, Inc.	1	Restoration Foreman	1
Herold & Mielenz, Inc.	7	Electric Motor Winder/Mechanic	1
	7	Shop Helper	1
Kelly Services Inc. 159T	7	Machine Operator	1
Iron Mechanical, Inc.	7	Field HVAC Installer	20
Just Energy	1	Energy Advisor	12
Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	3
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administrative Assistant I	
	1	Admission/Records Clerk II	1
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services,	1
	1	Agricultural Business Adjunct Assistant Professor	1
	1	Allied Health Adjunct Assistant Professor	1
	1	Alternate Media Design Specialist	1
	1	Animal Science Adjunct Assistant Professor	1
	1	Arabic Adjunct Assistant Professor	1
	1	Associate Vice Chancellor of Information Technology	2
	1	Athletic Trainer	1
	1	Biology Assistant Professor	2
	1	Business Assistant Professor	1
	1	Business Services Supervisor	1
	1	Buyer III	1
	1	Chemistry Assistant Professor	3
	1	Child Development Center Clerk	1
	1	Child Development Center Teacher	1
	1	Clerk III	12
	4	College Nurse	1
	1	College Safety Officer	1
	1	Communication Studies Assistant Professor	1
1	Conditioning Coach Adjunct Assistant Professor	1	
1	Confidential Administrative Assistant III	1	

SETA- Employer Activity Report
July 1, 2018 - May 28, 2019

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Los Rios Community College District	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist II	1
	1	Confidential Principal Internal Auditor	1
	1	Construction Adjunct Assistant Professor	1
	1	Construction Management Technology Adjunct	1
	1	Cosmetology Adjunct Assistant Professor	1
	1	Counseling Clerk I	1
	1	Counseling Clerk II	1
	1	Counselor	5
	1	Custodian	1
	1	Dean (III) of Fine and Applied Arts	1
	1	Dean (III) of Language and Literature	1
	1	Dean (III) of the Natomas Education Center	1
	1	Dental Assisting Adjunct Assistant Professor	1
	4	Diagnostic Medical Sonography (DMS) Adjunct	1
	4	Diagnostic Medical Sonography Assistant Professor	1
	1	Director (III) of Administrative Services	1
	1	Director (VI) of First-Year Experience	1
	1	Director (VI) of Workforce Development	1
	1	Disabled Student Programs and Services Counselor	1
	1	Distance Education Adjunct Coordinator	1
	1	Drafting (CADD) Adjunct Assistant Professor	2
	1	Early Childhood Education/Child Development	1
	1	Earth Science Adjunct Assistant Professor	1
	1	Economics Adjunct Assistant Professor	2
	1	Educational Center Clerk	1
	1	Electrician Trainee Adjunct Assistant Professor	2
	1	Electronics Technology Adjunct Assistant Professor	1
	7	Energy Management Controls Specialist	1
	1	Engineering Assistant Professor	1
	1	English as a Second Language (ESL) Assistant	1
	1	English Assistant Professor	1
	7	Equipment Mechanic I	1
	7	Equipment Mechanic II	1
	1	Extended Opportunity Programs and Services	1
	1	Film and Media Studies Assistant Professor	1
	1	Financial Aid Clerk II	1
	1	Financial Aid Officer	1
	1	Financial Aid Supervisor	1
	1	Fiscal Services Accounting Specialist	1
	1	Fiscal Services Supervisor	1
	1	Geography Assistant Professor	2
1	Groundskeeper	1	
1	Head Groundskeeper	1	
1	Health Information Technology Assistant Professor	1	
7	Heating, Ventilation, and Air Conditioning (HVAC)	1	
1	Horticulture Assistant Professor	1	
9	Hospitality Management Culinary Supervisor	1	
1	Human Services Assistant Professor	1	
6	Information Technology Business/Technical Analyst I	1	
6	Information Technology Production Services	1	
1	Instructional Assistant - Art	1	

SETA- Employer Activity Report
July 1, 2018 - May 28, 2019

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Los Rios Community College District	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant-Campus Computer Laboratory	1
	1	Instructional Assistant-Fundamentals of Nursing	1
	1	Instructional Assistant-Health & Education Simulation	1
	1	Instructional Services Assistant II /Attendance	1
	1	Laboratory Technician Science (Chemistry)	1
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	4	Nursing (Registered Nurse-RN) Assistant Professor	2
	1	Nutritional Science/Dietetics Assistant Professor	1
	1	Paramedic/Emergency Medical Technician Assistant	1
	1	Payroll Specialist	1
	1	Pharmacy Technology Assistant Professor and	1
	1	Philosophy Assistant Professor	1
	1	Physics/Astronomy Assistant Professor	2
	1	Police Captain	1
	1	Police Communications Supervisor	1
	1	Political Science Assistant Professor	1
	6	Programmer I	1
	1	Public Services Librarian	1
	1	Research Analyst	2
	1	Senior Buyer/Contract Specialist	1
	6	Senior Information Technology Systems/Database	1
	1	Senior Information Technology Technician	1
	1	Special Projects - Shuttle Driver	1
	1	Speech-Language Pathology Assistant Program	2
	1	Student Life Supervisor	1
	1	Student Personnel Assistant - Internship Developer	1
	1	Student Personnel Assistant - Counseling	1
	1	Student Personnel Assistant - Student Services	1
1	Student Personnel Assistant-Outreach Services	1	
1	Student Services Supervisor	1	
1	Technical Director - Harris Center for the Arts	1	
1	Technical Services Librarian	1	
1	Tutoring Coordinator	1	
1	Vice President of Student Services	1	
Lotus Intermodal Inc.	9	Truck Drivers	6
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Mi Rancho Tortilla	9	Machine Operator	10
Mova Stone	7	Fabricator	1
	7	Fabricator	1
	7	Polisher	1
	3	Installers	1
	7	Saw Operator	1
Nesco Resource	9	Wine Cellar Laborer	5
Pacific Hearth & Home	1	Production Manager	1
People Ready	9	Auto Auction Driver	2
	8	Food Service Worker	3
	9	General Labor Associate	5
	1	Warehouse Worker	5
Rainbow Daycare	1	Preschool Teacher	3
	1	Toddler Teacher	3

**SETA- Employer Activity Report
July 1, 2018 - May 28, 2019**

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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Sacramento Children's Home	5	Child Care Worker	8
Sacramento Employment and Training	1	Accountant I	2
	1	Accountant II	1
	7	CFS Maintenance/Courier	1
	1	CFS Program Specialist	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 2	1
	1	Family Service Worker - Range 3	1
	1	Head Start Associate Infant/Toddler Teacher	1
	9	Head Start Cook/Driver	1
	1	Head Start Infant/Toddler Lead Teacher	1
	1	Head Start Manager	1
	1	Head Start Program Analyst	1
	1	Head Start Site Supervisor	1
	1	Head Start Teacher	2
	1	Personnel Clerk	1
	4	Registered Dietician Consultant	1
1	Workforce Development Analyst III	1	
Sacramento LGBT Community Center	1	Events Manager	1
	1	Outreach and Training Institute Director	1
	1	Volunteer Resource Coordinator	1
San Juan Unified School District	1	Substitute Child Development Assistant ECE	1
Sierra College	1	Agriculture Instructor-Plant Science & Crop Production	1
	1	Anthropology Instructor	1
	1	Art Instructor-2D	1
	1	Chemistry Instructor	1
	1	Computer Science Instructor	1
	1	English Instructor	3
	1	Enrollment Services Counseling Coordinator	1
	1	Microbiology Instructor	1
	1	Psychology Instructor	1
1	Spanish Instructor	1	
Sierra Forever Families	5	Outreach Coordinator	1
SunStone Home Services	1	Appointment Setter	5
Tharaldson Hospitality Staffing	8	Hotel General Manager	1
Two Men and a Truck	9	Mover/Driver	1
Univision Television Group	1	Account Executive	1
	10	Show Host	1
USCB, Inc.	1	Representative I, Customer Service	1
Wild Bill's Cheesesteaks	8	Cooks and Cashiers	1
Wisetek Solutions	1	Audit Technician	2
	9	Warehouse Associate	4
Worldwide Flight Services	9	Ramp Service Agent	20
ZankerRoad Resource	9	Class A/B Driver	2
	1	Customer Service Associate	2
	9	Load Checker	3
	9	Sorters	5
TOTAL			634

ITEM V-C – INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of May 28, 2019

	MONTH RECEIVED	COMPANY AND ADDRESS	WARN STATUS	AFFECTED WORKERS	SETA INTERVENTION
Unofficial	3/24/2018	Aaron Brothers 2345 Arden Way Sacramento, CA 95825	7/31/2018	20	7/31/2018
Official	4/18/2018	Sears Holdings 5900 Sunrise Mall Citrus Heights, CA 95610	7/8/2018	67	6/11/2018
Official	6/29/2018	Dream Center Education Holdings, LLC 2850 Gateway Oaks Dr. Ste.100 Sacramento, CA 95833	12/31/2018	125	11/13/2018
Unofficial	8/6/2018	Golden West Packaging Package One 4225 Pell Dr. Sacramento, CA 95820	9/30/2017	84	8/28/2018
Unofficial	8/22/2018	Orchard Supply Hardware 4249 Elverta Rd. Antelope, CA 95843	10/29/2018	46	10/29/2018
Official	8/23/2018	Well Fargo 11000 White Rock Road Rancho Cordova, CA 95662	8/23 -11/21/2018	191	9/17-20/2018
Official	9/28/2018	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	11/29/2018	120	9/26 & 27/2018
Official	10/1/2018	Ingenuity and Purpose Worldwide Services, Inc. 2900 Spruce St. McClellan, CA 95652	11/30/2018	8	11/13/2018
Official	10/18/2018	Sears Roebuck and Co. 5901 Florin Rd. Sacramento, CA 95823	12/31/2018	85	11/16/18, 11/19/1 12/3/18
Official	12/4/2018	Raley's Multiple Locations	12/19/2018	28	12/17/2018
Unofficial	12/6/2018	Brightwood College 4330 Watt Avenue Ste. 400 Sacramento CA 95821	12/14/2018	30	12/7/2018
Official	12/7/2018	Sacramento Bee 2100 Q Street Sacramento, CA 95816	2/8/2019	30	Declined Services
Unofficial	12/11/2018	Trinity Fresh 8200 Berry St. Sacramento, CA 95828	12/31/2018	96	Declined Services
Official	12/28/2018	Golden Shore Medical Group 7215 55th Street Sacramento, CA 95823	2/15/2019	77	1/14/19 1/23/19 1/29/19
Unofficial	1/17/2019	Gymboree Group, Inc. Multiple Locations	5/1/2019	52	Pending

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of May 28, 2019

Official	1/30/2019	Smartrise Engineering 5800 88th St. Sacramento, CA 95828	4/1/2019	31	3/28/2019 5/30/19
Unofficial	2/4/2019	Elwyn 5029 Engle Rd Citrus Heights, CA 95608	2/15/2019	28	2/19/2019
Unofficial	2/4/2019	Performance Bicycle 919 Howe Ave. Sacramento, CA 95825	3/1/2019	12	2/25/2019 2/27/2019
Unofficial	2/15/2019	Rite Aid Multiple Locations	2/28/2019	40	Packets Only
Unofficial	2/15/2019	Payless Shoe Source Multiple Locations	6/30/2019	110	Packets Only
Official	2/28/2019	Location Services, LLC 2365 Iron Point Rd. Suite 210 Folsom, CA 95630	5/3/2019	33	4/5/2019
Official	3/5/2019	CoreLogic 11010 White Rock Rd. Suite 200 Rancho Cordova, CA 95670	5/3/2019	70	4/23/19 4/24/19
Official	3/27/2019	Voxpro Group, LLC 255 Parkshore Dr. Folsom, Ca 95630	5/31/2019	193	4/22/2019 4/25/19
Official	3/28/2019	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	5/31/2019	65	Pending
Unofficial	4/9/2019	Office Max 1707 J Street Sacramento, CA 95814	6/15/2019	15	Packets Only
Official	4/17/2019	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	6/20/2019	180	5/20/19 6/10/19
Official	4/23/2019	Anka Behavioral Health, Inc. 9029 Pear Orchard Ct. Orangevale, CA 95662	6/27/2019	29	Pending
Official	4/24/2019	MV Transportation 10250 Iron Rock Way Elk Grove, CA 95624	6/30/2019	108	Pending
TOTAL				1,973	

ITEM V-D – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of April was 3.5%.

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)
Greater Sacramento area gained 6,100 jobs over the month; 26,800 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.5 percent in April 2019, down from a revised 4.2 percent in March 2019, and below the year-ago estimate of 3.6 percent. This compares with an unadjusted unemployment rate of 3.9 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 3.5 percent in El Dorado County, 3.0 percent in Placer County, 3.5 percent in Sacramento County, and 4.0 percent in Yolo County.

Between March 2019 and April 2019, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 6,100 to total 1,028,700 jobs.

- Education and health services (up 1,700 jobs) led the region in job growth from March to April. Health care and social assistance accounted for a majority of the gain, picking up 1,500 jobs.
- Government expanded by 1,400 jobs. Local government advanced by 1,000 jobs. Federal and state government added 200 jobs each.
- Construction experienced a normal seasonal job gain from March to April, picking up 1,200 jobs.
- Meanwhile, two major industry sectors reported month-over job reductions, led by financial activities (down 600 jobs) and leisure and hospitality (down 200 jobs).

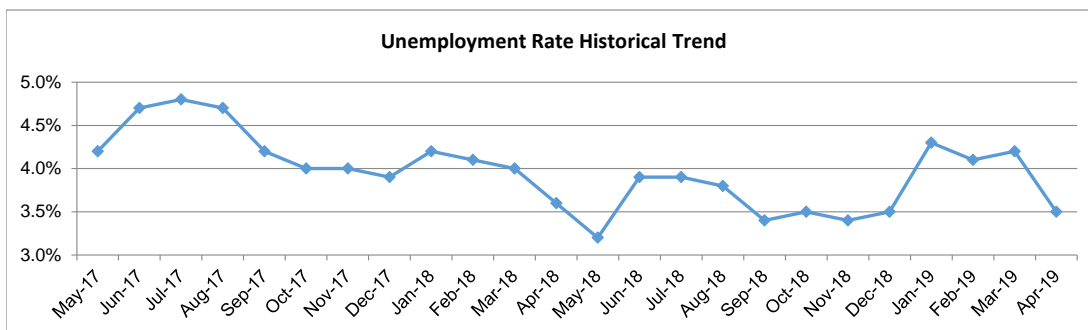
Between April 2018 and April 2019, total jobs in the region increased by 26,800, or 2.7 percent.

- Education and health services led the year-over growth for the fourth consecutive month with an increase of 9,200 jobs. Health care and social assistance (up 9,000 jobs) accounted for 97.8 percent of the job additions.
- Leisure and hospitality advanced by 4,600 jobs since last April. Accommodation and food services gained 4,200 jobs. Arts, entertainment, and recreation added 400 jobs.
- Trade, transportation, and utilities gained 3,700 jobs. Retail trade grew by 2,000 jobs. Transportation, warehousing, and utilities picked up 900 jobs. Wholesale trade was up 800 jobs.
- Information (down 400 jobs) was the only major industry to experience a decline.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.5 percent in April 2019, down from a revised 4.2 percent in March 2019, and below the year-ago estimate of 3.6 percent. This compares with an unadjusted unemployment rate of 3.9 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 3.5 percent in El Dorado County, 3.0 percent in Placer County, 3.5 percent in Sacramento County, and 4.0 percent in Yolo County.



Industry	Mar-2019	Apr-2019	Change		Apr-2018	Apr-2019	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,022,600	1,028,700	6,100		1,001,900	1,028,700	26,800
Total Farm	8,200	9,300	1,100		9,100	9,300	200
Total Nonfarm	1,014,400	1,019,400	5,000		992,800	1,019,400	26,600
Mining, Logging, and Construction	63,400	64,600	1,200		61,600	64,600	3,000
Mining and Logging	500	500	0		400	500	100
Construction	62,900	64,100	1,200		61,200	64,100	2,900
Manufacturing	37,200	37,800	600		35,400	37,800	2,400
Trade, Transportation & Utilities	160,100	160,900	800		157,200	160,900	3,700
Information	12,000	12,000	0		12,400	12,000	(400)
Financial Activities	55,100	54,500	(600)		54,000	54,500	500
Professional & Business Services	136,200	136,300	100		134,700	136,300	1,600
Educational & Health Services	165,500	167,200	1,700		158,000	167,200	9,200
Leisure & Hospitality	110,400	110,200	(200)		105,600	110,200	4,600
Other Services	34,300	34,300	0		33,900	34,300	400
Government	240,200	241,600	1,400		240,000	241,600	1,600

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,241,300	18,499,500	741,900	3.9%
ALAMEDA	8	844,100	821,500	22,600	2.7%
ALPINE	26	600	580	20	4.0%
AMADOR	23	14,750	14,190	570	3.8%
BUTTE	33	102,700	97,600	5,100	5.0%
CALAVERAS	23	21,210	20,410	800	3.8%
COLUSA	57	11,060	9,330	1,740	15.7%
CONTRA COSTA	10	561,300	545,400	16,000	2.8%
DEL NORTE	38	9,550	9,020	530	5.6%
EL DORADO	16	91,400	88,200	3,200	3.5%
FRESNO	49	454,300	419,500	34,800	7.7%
GLENN	44	12,840	11,990	850	6.6%
HUMBOLDT	16	63,100	60,800	2,200	3.5%
IMPERIAL	58	67,400	56,500	10,900	16.2%
INYO	21	8,620	8,310	320	3.7%
KERN	52	385,500	353,200	32,200	8.4%
KINGS	51	57,800	53,000	4,800	8.3%
LAKE	34	28,880	27,410	1,460	5.1%
LASSEN	34	9,730	9,230	500	5.1%
LOS ANGELES	26	5,055,900	4,853,000	203,000	4.0%
MADERA	48	60,500	55,900	4,600	7.6%
MARIN	2	139,900	136,900	3,000	2.1%
MARIPOSA	31	7,480	7,110	370	4.9%
MENDOCINO	29	39,170	37,580	1,600	4.1%
MERCED	54	115,000	104,700	10,300	9.0%
MODOC	50	3,160	2,910	250	8.0%
MONO	11	8,990	8,730	260	2.9%
MONTEREY	46	228,600	212,600	16,000	7.0%
NAPA	8	74,000	72,000	2,000	2.7%
NEVADA	15	48,130	46,520	1,610	3.4%
ORANGE	5	1,605,600	1,563,900	41,600	2.6%
PLACER	12	185,000	179,500	5,600	3.0%
PLUMAS	56	7,750	6,980	770	9.9%
RIVERSIDE	23	1,080,900	1,039,500	41,300	3.8%
SACRAMENTO	16	709,300	684,500	24,800	3.5%
SAN BENITO	36	31,100	29,400	1,600	5.3%
SAN BERNARDINO	20	952,200	918,300	33,800	3.6%
SAN DIEGO	12	1,574,800	1,528,100	46,600	3.0%
SAN FRANCISCO	2	578,000	566,200	11,900	2.1%
SAN JOAQUIN	40	321,900	302,600	19,300	6.0%
SAN LUIS OBISPO	5	140,900	137,200	3,700	2.6%
SAN MATEO	1	456,300	447,700	8,600	1.9%
SANTA BARBARA	16	217,500	209,900	7,600	3.5%
SANTA CLARA	4	1,047,700	1,023,700	24,000	2.3%
SANTA CRUZ	37	142,100	134,300	7,800	5.5%
SHASTA	31	73,000	69,400	3,600	4.9%
SIERRA	45	1,240	1,160	80	6.8%
SISKIYOU	47	17,100	15,840	1,250	7.3%
SOLANO	21	206,900	199,300	7,600	3.7%
SONOMA	5	259,200	252,600	6,600	2.6%
STANISLAUS	42	239,900	224,600	15,300	6.4%
SUTTER	52	45,500	41,600	3,800	8.4%
TEHAMA	39	25,270	23,790	1,480	5.9%
TRINITY	41	4,510	4,240	280	6.1%
TULARE	55	208,400	187,900	20,500	9.8%
TUOLUMNE	30	21,160	20,170	980	4.6%
VENTURA	14	425,000	411,400	13,600	3.2%
YOLO	26	108,600	104,300	4,300	4.0%
YUBA	42	28,900	27,000	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.

Data Not Seasonally Adjusted

	Apr 18	Feb 19	Mar 19	Apr 19	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,084,300	1,119,600	1,112,900	1,094,400	-1.7%	0.9%
Civilian Employment	1,045,700	1,074,200	1,065,600	1,056,500	-0.9%	1.0%
Civilian Unemployment	38,600	45,400	47,200	37,900	-19.7%	-1.8%
Civilian Unemployment Rate	3.6%	4.1%	4.2%	3.5%		
(CA Unemployment Rate)	4.0%	4.4%	4.6%	3.9%		
(U.S. Unemployment Rate)	3.7%	4.1%	3.9%	3.3%		

Total, All Industries (2)	1,001,900	1,020,400	1,022,600	1,028,700	0.6%	2.7%
Total Farm	9,100	8,000	8,200	9,300	13.4%	2.2%
Total Nonfarm	992,800	1,012,400	1,014,400	1,019,400	0.5%	2.7%
Total Private	752,800	773,900	774,200	777,800	0.5%	3.3%
Goods Producing	97,000	100,800	100,600	102,400	1.8%	5.6%
Mining, Logging, and Construction	61,600	63,400	63,400	64,600	1.9%	4.9%
Mining and Logging	400	500	500	500	0.0%	25.0%
Construction	61,200	62,900	62,900	64,100	1.9%	4.7%
Construction of Buildings	13,200	13,700	13,800	13,900	0.7%	5.3%
Specialty Trade Contractors	42,200	43,400	42,800	43,900	2.6%	4.0%
Building Foundation & Exterior Contractors	12,100	12,200	12,300	12,700	3.3%	5.0%
Building Equipment Contractors	16,600	16,700	16,500	16,800	1.8%	1.2%
Building Finishing Contractors	9,100	9,400	9,600	9,800	2.1%	7.7%
Manufacturing	35,400	37,400	37,200	37,800	1.6%	6.8%
Durable Goods	23,000	24,400	24,300	24,700	1.6%	7.4%
Computer & Electronic Product Manufacturing	4,400	4,700	4,800	4,800	0.0%	9.1%
Nondurable Goods	12,400	13,000	12,900	13,100	1.6%	5.6%
Food Manufacturing	4,000	3,900	3,900	3,900	0.0%	-2.5%
Service Providing	895,800	911,600	913,800	917,000	0.4%	2.4%
Private Service Providing	655,800	673,100	673,600	675,400	0.3%	3.0%
Trade, Transportation & Utilities	157,200	160,900	160,100	160,900	0.5%	2.4%
Wholesale Trade	28,200	29,100	29,400	29,000	-1.4%	2.8%
Merchant Wholesalers, Durable Goods	15,700	16,100	16,400	15,900	-3.0%	1.3%
Merchant Wholesalers, Nondurable Goods	10,900	11,200	11,200	11,300	0.9%	3.7%
Retail Trade	100,500	102,700	101,600	102,500	0.9%	2.0%
Motor Vehicle & Parts Dealer	15,100	15,100	15,000	15,200	1.3%	0.7%
Building Material & Garden Equipment Stores	8,800	8,300	8,500	8,600	1.2%	-2.3%
Grocery Stores	19,000	19,700	19,700	19,600	-0.5%	3.2%
Health & Personal Care Stores	6,000	6,000	5,900	5,900	0.0%	-1.7%
Clothing & Clothing Accessories Stores	7,900	8,000	7,900	8,000	1.3%	1.3%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,000	3,900	3,800	-2.6%	-7.3%
General Merchandise Stores	18,500	19,500	19,200	19,000	-1.0%	2.7%
Transportation, Warehousing & Utilities	28,500	29,100	29,100	29,400	1.0%	3.2%
Information	12,400	12,000	12,000	12,000	0.0%	-3.2%
Publishing Industries (except Internet)	2,300	2,300	2,300	2,300	0.0%	0.0%
Telecommunications	3,600	3,300	3,300	3,300	0.0%	-8.3%
Financial Activities	54,000	55,500	55,100	54,500	-1.1%	0.9%
Finance & Insurance	37,400	38,400	38,100	37,300	-2.1%	-0.3%
Credit Intermediation & Related Activities	11,500	11,300	11,200	10,900	-2.7%	-5.2%
Depository Credit Intermediation	6,300	6,500	6,500	6,500	0.0%	3.2%
Nondepository Credit Intermediation	2,700	2,600	2,600	2,400	-7.7%	-11.1%
Insurance Carriers & Related	22,000	22,800	22,500	22,500	0.0%	2.3%
Real Estate & Rental & Leasing	16,600	17,100	17,000	17,200	1.2%	3.6%
Real Estate	13,200	13,500	13,400	13,600	1.5%	3.0%
Professional & Business Services	134,700	135,300	136,200	136,300	0.1%	1.2%
Professional, Scientific & Technical Services	56,400	58,000	58,100	58,000	-0.2%	2.8%
Architectural, Engineering & Related Services	9,800	10,300	10,300	10,400	1.0%	6.1%
Management of Companies & Enterprises	13,100	13,100	13,100	13,300	1.5%	1.5%
Administrative & Support & Waste Services	65,200	64,200	65,000	65,000	0.0%	-0.3%
Administrative & Support Services	62,400	61,000	61,800	61,800	0.0%	-1.0%
Employment Services	26,500	27,300	27,000	26,900	-0.4%	1.5%

Data Not Seasonally Adjusted

	Apr 18	Feb 19	Mar 19 Revised	Apr 19 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	13,500	13,400	13,500	13,800	2.2%	2.2%
Educational & Health Services	158,000	164,700	165,500	167,200	1.0%	5.8%
Education Services	12,900	13,000	12,900	13,100	1.6%	1.6%
Health Care & Social Assistance	145,100	151,700	152,600	154,100	1.0%	6.2%
Ambulatory Health Care Services	51,200	53,500	53,700	54,500	1.5%	6.4%
Hospitals	24,300	24,900	25,000	25,200	0.8%	3.7%
Nursing & Residential Care Facilities	17,200	17,900	17,900	18,000	0.6%	4.7%
Leisure & Hospitality	105,600	110,200	110,400	110,200	-0.2%	4.4%
Arts, Entertainment & Recreation	16,900	17,500	17,500	17,300	-1.1%	2.4%
Accommodation & Food Services	88,700	92,700	92,900	92,900	0.0%	4.7%
Accommodation	9,900	11,000	11,000	11,000	0.0%	11.1%
Food Services & Drinking Places	78,800	81,700	81,900	81,900	0.0%	3.9%
Restaurants	74,500	77,700	77,700	77,600	-0.1%	4.2%
Full-Service Restaurants	34,500	35,800	35,400	35,800	1.1%	3.8%
Limited-Service Eating Places	40,000	41,900	42,300	41,800	-1.2%	4.5%
Other Services	33,900	34,500	34,300	34,300	0.0%	1.2%
Repair & Maintenance	10,500	10,300	10,400	10,500	1.0%	0.0%
Government	240,000	238,500	240,200	241,600	0.6%	0.7%
Federal Government	14,100	14,000	13,900	14,100	1.4%	0.0%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
State & Local Government	225,900	224,500	226,300	227,500	0.5%	0.7%
State Government	120,600	122,800	123,400	123,600	0.2%	2.5%
State Government Education	31,700	32,500	32,600	32,700	0.3%	3.2%
State Government Excluding Education	88,900	90,300	90,800	90,900	0.1%	2.2%
Local Government	105,300	101,700	102,900	103,900	1.0%	-1.3%
Local Government Education	58,800	55,000	55,900	56,900	1.8%	-3.2%
Local Government Excluding Education	46,500	46,700	47,000	47,000	0.0%	1.1%
County	19,100	19,300	19,400	19,600	1.0%	2.6%
City	9,900	9,900	10,000	10,000	0.0%	1.0%
Special Districts plus Indian Tribes	17,500	17,500	17,600	17,400	-1.1%	-0.6%

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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ITEM V-E - 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



SETA Head Start

Food Service Operations Monthly Report

*April 2019

April 12th - Last Day in April for the Elkhorn Center they will be closed for floor repair will reopen in May.

April 15th through 19th - Spring Break Only Class Calendars B&D Open

Additional Closures During Spring Break -

- April 15th - 16th Avenue & Job Corps
- April 16th - Mather Center
- April 17th - The Norma Johnson & Sharon Neese Centers
- April 18th - Phoenix Park
- April 19th - Crossroads Fardens & Alder Grove I/T

April 19th - Phoenix Park Closed - due to the complex painting

April 17th - EHS Home Base Field Trip to the Zoo Special Lunch and Snack Menu Provided for 95 Guests

April 25th - EHS Home Base Field Trip to the Zoo Special Lunch and Snack Menu Provided for 60 Guests
Bob's Fishing in the City Activity Special Snack Bags provided for 100 Guests

Meetings & Trainings: Connie completed the CACFP Mandatory Course on Documentation Requirements for the CACFP Meal Patterns on April 18, 2019
Presented by California Department of Education - Nutrition Services Division and Fresno City College Cal-Pro-NET Center

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,670	22,840	23,210	240

Total Amount of Meals and Snacks Prepared 77,960

Purchases:

Food	\$74,725.85
Non - Food	\$9,537.97

Building Maintenance and Repair: \$2,928.74

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$149.47

Vehicle Gas / Fuel: \$1,331.77
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	235	13%	439	123	28%
Twin Rivers USD	180	28	16%	16	1	6%
Elk Grove USD	440	55	13%			
Sac City USD	1139	127	11%	152	20	13%
San Juan USD	668	115	17%	160	20	13%
WCIC	100	9	9%			
EHS CCP				120	10	8%
COUNTY TOTAL	4363	569	13%	887	174	20%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/19	(b) % Actual to Funded
Elk Grove USD	440	443	101
Sacramento City USD	1,139	1,093	96
SETA	1,836	1,844	101
San Juan USD	668	669	100
Twin Rivers USD	180	181	100
WCIC/Playmate	100	103	103
Total	4,363	4,333	99

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/19	(b) % Actual to Funded
Sacramento City USD	152	141	93
SETA	439	446	102
San Juan USD	160	168	105
TRUSD	16	18	112
Total	767	773	101

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/19	(b) % Actual to Funded
SETA	40	42	105
Sacramento City USD	40	39	98
Total	80	81	101

- (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.

Sacramento City USD

Challenge(s):

- 3 classes capped due to a majority of 3 year olds enrolled, leaving up to 9 vacant slots at any given time due to capping
- Other reasons such as no wait list for some centers and enrollments in process
- 32 vacancies not replaced at centers that will be closing due to reduction in slots after this year

Action Step(s):

- ACF is aware of the challenges of capped classes which are out of the control of the program

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88	86	84	86	84	87	88			
Sacramento City USD	73	90	88	85	85	86	84	84	86			
SETA	78	87	85	83	83	81	80	83	83			
San Juan USD	N/A	76	88	90	89	88	92	88	83			
Twin Rivers USD	93	90	88	78	86	89	86	89	90			
WCIC/ Playmate	N/A	68	83	87	92	89	74	75	88			
TOTAL	84	83	87	85	87	87	83	84	86			

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91	76	88	89	89	82	67			
SETA	80	86	87	82	83	81	81	85	85			
San Juan USD	83	84	89	87	90	88	90	86	87			
Twin Rivers USD	91	88	88	88	86	91	89	81	87			
TOTAL	84	88	89	83	87	87	87	84	82			

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	74	80	78	64	72	72	77	79	71			
SETA	84	82	84	77	77	77	74	82	79			
TOTAL	79	81	81	71	75	75	76	81	75			

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

SETA Operated Program:

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with April Attendance Report.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	<u>Head Start:</u> - General Davie - Sunrise <u>Early Head Start:</u> - San Juan - Fair Oaks	4 centers 4 classes 19 children’s files <i>(ERSEA, Health, Medication/Care Plans, and Mental Health)</i> 9 staff files	March 1-20, 2019	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Centers have a family-friendly, welcoming and attractive environment.
- Relationship between teachers, children and families was positive and supportive, a sense of community was evident.
- Continuity of care is practiced at the Early Head Start/Infant-Toddlers centers.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	HS – 100% EHS - 93%%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	HS – 97% EHS – 94%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	HS - 95% EHS – 92%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	HS – 94% EHS – 91%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	HS – 100% EHS – 100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Human Resources <i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>	HS – 75% EHS – 78%	-Not all staff licensing files contained required documents (some missing TB clearances, proof of immunizations, written statement declining influenza vaccine and/or health screening report)
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	HS – 94% EHS – 96%	No significant noted findings, except ratios should be closely monitored during diapering procedures in EHS.

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

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is 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 – April 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Women’s Civic Improvement Club (WCIC)	Head Start - Playmate I - Playmate II	2 centers 2 classes 7 children’s files 6 staff files	March 5-20, 2019	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Culturally and linguistically diverse staff that reflect the families and community served by the program.
- Clean, bright and well-maintained facilities.
- Daily schedule and activities provide children opportunity to be creative and learn.
- Organized files and good recordkeeping practices.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	84%	- Program has not met minimum 10% threshold of enrolled children with disabilities - Not all applications were completed with required information - Not all vacancies were filled within 30 days - Some files did not match data in ChildPlus
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	83%	- Staff ratios not observed at all times - Children not in sight/sounds at all times - During nap time, no alternate quiet activities were offered to non-napping child

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	80%	- Some screenings, screening results and/or follow-up were not completed and/or not in child's file - Some health information in the child's file did not match data in ChildPlus
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	80%	- Screenings and/or screening results did not match in Childplus
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	82%	- Program has not implemented an evidenced-based parenting curriculum - Some Family Partnership Agreements were incomplete, missing information and/or missing documented follow-up
Human Resources <i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>	100%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	80%	- Fruit was not served for lunch per the daily menu - Supervision during meal times needs improvement. Meal service was not relaxed or calm.

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

Follow-up and Corrective Action Plans:

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

April, 2019

UPDATE ON GOVERNOR'S BUDGET/ MAY REVISION

Governor Newsom presented his May Budget Revision on May 9, 2019. The revision offers a mix of new spending proposals that would increase the state's overall spend by almost \$4.5 billion to a total of \$213 billion.

At the top of the list for agency budget increases in the revision is the Department of Health and Human Services, which sees an increase of \$1.7 billion over the governor's original proposal to a new total of \$66.5 billion. This represents 31.2% of the state's total spend, just shy of K thru 12 Education at 28.4%.

For Early Childhood Education, the revised budget:

- Dedicates \$80.5 million in Cannabis Funds to subsidize child care for school-age children for income-eligible families.
- Provides \$40.7 million General Fund in 2019-20 and \$54.2 million ongoing to allow Stage 1 CalWORKs recipients to receive child care for up to 12 months.
- Includes \$12.8 million federal funds for a pilot program to allow alternative payment agencies to offer emergency child care vouchers to families in crisis.
- Makes caseload adjustments due to an increase in the CalWORKs Stage 2 and Stage 3 caseload.
- Provides 10,000 slots for State Preschool in 2019-20, as proposed in January, but postpones the release of the additional 20,000 slots in future years
- Reduces funding provided in January for the Full-Day Kindergarten Facilities Grant program by \$150 million, for a total allocation of \$600 million at the May Revision.
- Proposed the Student Aid Commission administer

the proposed \$50 million in one-time General Fund for Child Savings Account pilot programs.

The revised budget proposes additional spending to fund several initiatives not previously detailed in the January budget proposal including:

- An additional \$295.3 million to expand health insurance exchange subsidy eligibility to 600% FPL,
- \$8.2 million to implement a state-based individual mandate penalty, the revenue of which will be allocated to the additional subsidies,
- \$120 million of Prop. 56 funds for loan repayment for physicians and dentists who commit to serving Medi-Cal patients,
- \$100 million from the Mental Health Services Fund (one-time funding available over five years) for the new 2020-25 Workforce Education and Training (WET) Five-Year Plan,
- \$70 million additional one-time funding for the Value-Based Payments program, specifically for behavioral health integration,
- \$25 million in 2019-20 (\$60 million over three years) to train providers to conduct the trauma screenings in children,
- \$11.3 million to restore optician and optical lab services for adult beneficiaries in the Medi-Cal program,
- \$20 million additional over 5 years for the expansion of Whole Person Care Pilots to address the housing shortage for homeless mentally ill individuals.

This is an initial review of the May Revision proposal; further analysis will be available as the budget process moves forward. With the release of the May Revision, the Assembly will quickly turn towards finalizing a version of the budget over the next two weeks.

UPDATE FROM THE OFFICE OF HEAD START

ACF-IM-HS-19-01 – The Office of Head Start issued an Information Memorandum on March 6, 2019 regarding the devastation resulting from disasters affecting Head Start programs, children, families and staff. In the event of a significant disaster, such as a hurricane, wildfire, or tornado, OHS is removing barriers to make it easier for Head Start agencies to meet the needs of affected children and families, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities. Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters such facilities, equipment, supplies and human assets (e.g., staff, physicians, social workers, mental health personnel).



The Little Engineers that Could

Sacramento City USD provided Professional Learning in April that focused on STEM for Preschoolers.

This STEM based training provided opportunities for instructional staff to broaden their skills and ideas on how to implement science, technology, engineering and mathematics into the early learning environment. Attendees engaged in hands-on activities, requiring them to explore new ideas using various materials including recycled materials typically used in the school environment.



WHAT YOU SHOULD KNOW ABOUT THE NEW IMMUNIZATION REQUIREMENTS EFFECTIVE JULY 1, 2019?

What's DIFFERENT about the new immunization requirements for pre-kindergarten (child care or preschool)?

Starting July 1, 2019, immunization requirements include:

- Chickenpox vaccine is required at age 15 months and older (rather than age 18 months and older.
- Other required vaccine dose requirements remain the same.
- As children age into requirements, parents have 30 days to submit updated records showing the child has met the requirements. For example, when an already admitted child who is up-to-date on shots turns 18 months old, the parents have 30 days to submit records that the child has received the 4th dose of DTaP and 3rd dose of Hep B.

Where can I find the immunization regulations?

- Regulations starting July 1, 2019 – <http://eziz.org/assets/docs/IMM-1080.pdf>
- Regulations through June 30, 2019 – http://eziz.org/assets/docs/IMM-1080_old.pdf

Do students admitted in previous school years have to meet the new requirements in the 2019-2020 school year?

If a child is considered an admission at any school at any date on or after July 1, 2019 (including transfer students), the child will need to meet the newer immunization requirements in effect at the time of admission.

If a child is advancing to 7th grade in the fall of 2019 or later, the child must meet the 7th grade requirements in effect at the time of entry into 7th grade (i.e., 1 dose of Tdap, 2 doses of chickenpox vaccine).

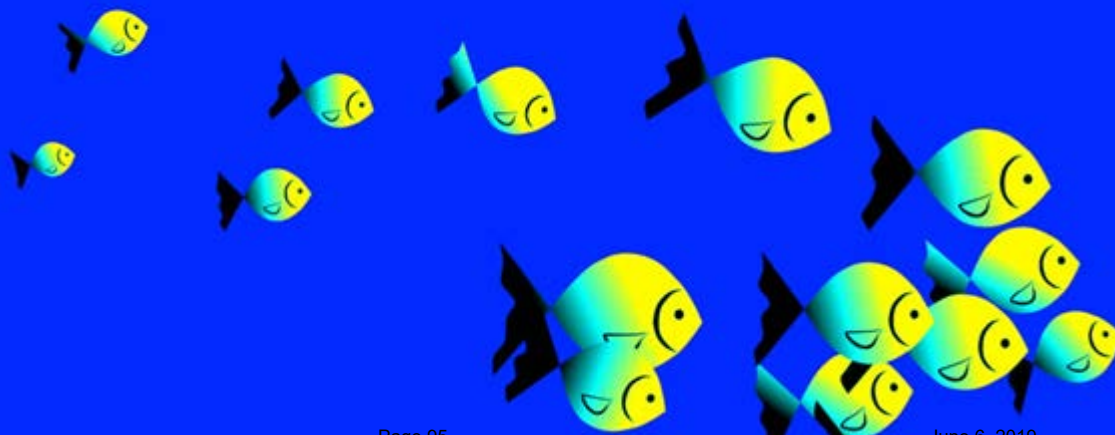
If a child has an expiring personal beliefs exemption prior to attending school on or after July 1, 2019, the child will need to meet all current immunization requirements.



UPDATE ON SACRAMENTO CITY USD – SETA TRANSITION OF ENROLLMENT SLOTS

SETA and Sacramento City USD staff and management have been working to ensure a smooth transition for children/families, including:

- Hosted on-site **parent meetings** to ensure families have up-to-date information on enrollment, locations, hours, and start dates for the upcoming transition on July 1st.
- Completed draft **lease agreements** for SCUSD space that will be used by SETA beginning July 1, 2019. They are under final review.
- Met with Community Care Licensing to ensure a smooth transition of the **license to operate** during the transition.
- Completed licensing packets for a **change in ownership** and capacity
- Submitted **funding request** to the California Department of Education/Early Education and Support Division to support additional enrollment slots within SETA.
- Performed **on-site visits** to assess classroom/outdoor supplies/materials/equipment needs.
- In partnership with the Sacramento County Office of Education, **met with Local Education Agencies** to share Head Start/Early Head Start information and potential future partnership opportunities.
- Met with the **SCUSD Policy Committee** to address questions regarding the transition
- Submitted a media **Press Release** to reiterate to the public that SETA and SCUSD will continue services during the transition.
- Hosted a **Job Fair** to recruit for approximately 85 new Head Start and Early Head Start positions within SETA.



SETA HOSTS SUCCESSFUL JOB FAIR

On May 4, 2019, SETA hosted a Job Fair to attract candidates for new hiring opportunities. Leading up to the Job Fair, information was shared through online job boards as well as through a strong social media push. Through partnerships with community colleges and universities, child development professors and instructors also shared the information with their students. Candidates had the option of applying online or completing the application on-site at the Job Fair. With the active recruitment of over 80 positions, there were many opportunities whether applicants were new to the field or experienced and looking for a leadership role.

During the course of the day, there were 113 attendees, most of whom went on to take written or oral exams to be placed on eligibility lists. Many candidates were also current SETA employees taking advantage of promotional opportunities. On May 8th, the SETA Policy Council hosted a Special meeting to approve eligibility lists. By doing so, staff are able to host hiring interviews and make job offers throughout the month of May to ensure new centers are opened by July 1st.



Gov. Board

HEALTH AND NUTRITION UPDATE

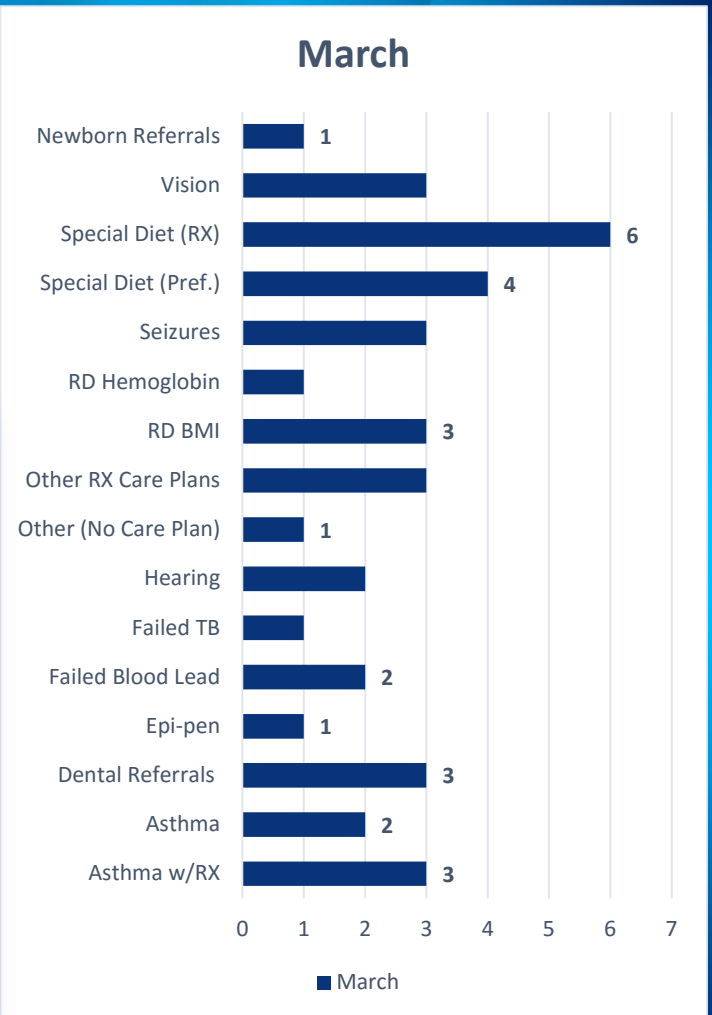
In March HNS Unit closed out 39 routings and referrals.

Food Service accommodated 10 special diet changes. Year-to-date completed routings and referrals 681.

In addition, there are 204 Active Medications and 223 Active Special Diets of which 153 are medical required diets at the centers.

Year-to-date total medications used at centers (includes drops): 276

Year-to-date special diets (includes drops): 335.



TWIN RIVERS USD HOSTED OPEN HOUSE



This month all sites held their Annual Open House celebration to showcase all of the amazing activities and projects happening in each and every classroom. On April 4th, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students completed a classroom and community resources hunt throughout the school campus. A great time was had by all!

The Oakdale site had their annual Open House event on April 11th, and engaged parents and students in classroom activities including an art activity that students completed with their loved ones. Students were delighted to showcase their classrooms and show their parents all of the wonderful work they have completed in the last few weeks.

Rio Linda also had their annual Open House event on April 8th which included a scavenger hunt through both classrooms where the students lead their parents to various areas of the classroom as well as their art projects.

Village held its annual Open House on April 9th with the rest of the Elementary school classrooms. The teaching team displayed art activities created by the students and students were very excited to show their parents all of their amazing

RECRUITMENT ACTIVITIES IN APRIL AND MAY

SETA participated/ will participate in the following community events to recruit families for the upcoming school year.

April Events:

- 4/11 Kids Day at the Capitol
(West Lawn of State Capitol)
- 4/14 Rio Linda Rummage Sale and Car Show
(The Key Shop 918 Oak Ln., Rio Linda)
- 4/18 Oak Park Block Party
(Esther's Park 3408 3rd Ave., Sac-to)
- 4/20 Spring Fling Community Egg Hunt
(Freedom Park 5931 Recreation Way, McClellan Park)
- 4/26 Sutter Spring into Health Fair
(Fruit Ridge Community Collaborative Auditorium)
- 4/27 Kids Day at the Park
(Hagan Park Rancho Cordova)
- 4/30 Dia de los Ninos
(North Lawn of State Capitol)

Scheduled May Events:

- 5/18 Community Carnival
(South Natomas Community Park)
- 5/25 International Kids Festival
(William Land Park)



LAST DAY FOR TRADITIONAL SCHOOL YEAR CLASSES

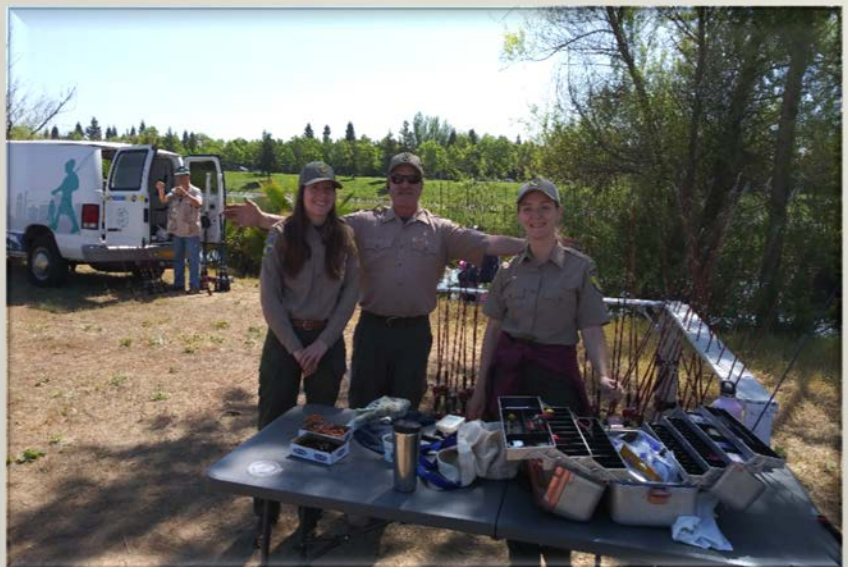
SETA	June 6 th
Sacramento City USD	June 13 th
San Juan USD	June 11 th
Twin Rivers USD	June 6 th
WCIC	June 11 th
Elk Grove USD	May 30 th
	(Traditional)
	June 14 th
	(Modified Traditional)

COUNTYWIDE FISHING IN THE CITY PARENT ACTIVITY

SETA hosted facilities for a family day of Fishing in the City on April 27th. Children had a great time and caught fish this year!



Place	Name	lbs
1st	Kayon	5.80
2nd	Talima	5.44
3rd	EMMA	4.95
4th	Lynn	4.40
5th	Tina J. Doe	3.90



ITEM VI - 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.