



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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 7, 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 NUMBERS

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the February 7, 2019 Regular Board Meeting 1-6
 - B. Approval of Claims and Warrants 7
 - C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel) 8-14
 - D. Approval to Extend Audit Services Agreement for Fiscal Year ending June 30, 2019 and Authorize the Executive Director to Sign the Agreement (D'et Saurbourne) 15
 - E. Appointment of Youth Committee Members 16
 - F. Approval to Add KS Consulting to SETA's Vendor Services (VS) List (Michelle O'Camb) 17-18

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

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** No items.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant

- | | | |
|----|--|-------|
| 1. | Approval of the Appointment of Private Sector Organizations to Select Target Area Private Sector Representatives and Alternates to Serve on the Community Action Board (CAB) (Julie Davis-Jaffe) | 19-23 |
|----|--|-------|

One Stop Services

- | | | |
|----|--|-------|
| 2. | Approval to Submit an Application for the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Co-Enrollment Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any Other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers (Michelle O'Camb) | 24-25 |
| 3. | Approval of Reappointments to the Sacramento Works Workforce Development Board (Kathy Kossick) | 26-28 |
| 4. | Approval of the Capital Region's Strategic Workforce Development Plan Update, Program Years (PY) 2017-2021 and the Sacramento Area's Strategic Workforce Development Plan Update, PY 2017-2021, and Authorize SETA's Executive Director to Make Revisions Required by the State (Roy Kim) | 29-31 |

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

IV. Information Items

- | | | |
|----|---|-------|
| A. | Fiscal Monitoring Reports (D'et Saurbourne) <ul style="list-style-type: none">✓ City of Sacramento – Department of Parks and Recreation✓ North State Building Industry Foundation✓ Sacramento County Office of Education✓ San Juan Unified School District | 32-40 |
| B. | Employer Success Stories and Activity Report (William Walker) | 41-47 |
| C. | Dislocated Worker Update (William Walker) | 48-50 |

D.	Report on American Express Corporate Account Rewards Points Program as of January 31, 2019 (D'et Saurbourne)	51-52
E.	Head Start Reports (Denise Lee)	53-67
V.	<u>Reports to the Board</u>	68
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 27, 2019

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 7, 2019
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 7, 2019 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, February 7, 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
Don Nottoli, Vice Chair; Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative

- Recognition of Long-term employee: Ms. Deborah Khashe introduced Ms. Helen Oldham, Head Start Home Visitor, and acknowledged her 20 years working for SETA/Head Start. Ms. Oldham spoke of how fulfilling her work with children has been.

II. Consent Items

- A. Approval of Minutes of the January 3, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Committee Member
- D. Receive, Adopt, and File the Sacramento County Annual Investment Policy on the Pooled Investment Fund–Calendar Year 2019

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

- A. Approve the January 3, 2019 minutes.
- B. Approve the claims and warrants for the period 12/20/18 through 1/30/19.
- C. Approve the appointment of Mr. Johnny Perez to the Sacramento Works Youth Committee.
- D. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the Region IX Head Start Association Western States Early Learning Institute

No questions or comments.

Moved/Kennedy, second/Schenirer, to approve out-of-state travel to the Region IX Head Start Association Western States Early Learning Institute in Phoenix, Arizona.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

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

No questions or comments.

Moved/Kennedy, second/Schenirer, to approve the appointment of Mr. Ronald Ellis to fill the Private Business seat on the Workforce Development Board.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

3. Approval of Memorandum of Understanding with the City of Sacramento Regarding the Local Hire and Community Workforce Training Program

Mr. Thatch reported that SETA may not be able to enter into this MOU. City risk management is demanding that the city is added as an additional insured but SETA's insurance carrier is refusing to do that. The only option is to get another insurance carrier but this would put all of SETA's insurance at risk. Mr. Thatch and his office is working with city risk management staff and the city attorney to convince the city they do not need to be included on the insurance.

There was discussion regarding vehicle usage. Mr. Thatch stated that under the Joint Powers Agreement, tort damages are already assumed by the city and

county. However, Mr. Thatch cannot seem to work it out with the city risk management.

Mr. Carr stated that this is a critical program and important work to employ people in city improvement projects. Mr. Carr stated that he and Mr. Schenirer will work to make this work and suggested that he be included in meetings with the city risk management staff.

Moved/Schenirer, second/Nottoli, to approve the MOU with the City of Sacramento in the amount of up to \$100,000 for eligibility determination services connected with the Local Hire and Community Workforce Training Program.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Agree with the Sacramento Works, Inc., Youth Committee to Approve the Release of a Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Funded by Title I for Program Years 2019-2023

Ms. Terri Carpenter reviewed the RFP which was prepared over several meetings by the Youth Committee. This document was developed as a way to encourage flexibility between programs and to align with local and regional initiatives such as Black Lives Matter and My Brother's Keeper. This RFP also seeks enrollment of young people living in high poverty/high need areas in Sacramento County. There is also an increased focus on industry sector partnerships that can provide robust work experience and career opportunities.

The Youth Committee met on February 6 and approved the release of the RFP with an addition. The Youth Committee added an opportunity for proposers to make their presentation before the evaluation committee on April 12.

Moved/Nottoli, second/ Schenirer, to agree with the Sacramento Works, Inc., Youth Committee to release a Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services funded by Title I for program years 2019-2023.

Roll call vote:

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

Nay: 0
Abstentions: 0
Absent: 1 (Scherman)

2. Ratification of the Submission of a Proposal to the Sacramento Municipal Utilities District (SMUD) for the High School Internship Program Recruitment and Case Management, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Mr. Carr encouraged passage of this item; it is a great program.

Moved/Schenirer, second/Kennedy, to ratify the submission of the proposal requesting \$468,777 to SMUD for the High School Internship Program Recruitment and Case Management, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. **Presentation:** College and University Partnerships

Ms. Denise Lee and Mr. Roy Kim provided an overview of the various partnerships SETA has with community colleges and universities.

Mr. Nottoli left at 10:30 a.m.

- B. Department of Labor Report on the WIA Adult and Dislocated Worker Programs
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions.

G. Head Start Reports: No questions or comments.

V. Reports to the Board

A. Chair: Mr. Carr stated that there is an employment counselor at the Pannell Center on Wednesdays and they also go to the Sim Center but he never sees anyone at the Pannell Center. He knows there are citizens around the Pannell Center that need jobs but they are not aware of the services available. Ms. Kossick agreed to increase SETA's outreach and asked to have SETA's services available through the City Councilmembers' electronic newsletters.

B. Executive Director: Ms. Kossick asked board members to make their community contacts aware of the youth RFP; it is important to make groups in the city or county aware that SETA is seeking youth services proposals from a wide variety of providers.

C. Deputy Directors: Ms. Denise Lee stated that board members received a letter regarding changes at Sacramento City Unified School District; they will be returning Head Start/Early Head Start slots and associated funding to SETA in August, 2019. Staff will be working with Sacramento City USD on the smooth transition and perhaps seeking other delegates/partners in our community to re-distribute slots/funding. Ms. Lee stated that she will be reporting back each month as to where we stand on this issue.

An annual report was distributed to board members; Ms. Lee offered to provide board members with additional copies for their offices.

Ms. Lee reported that the Office of Head Start is urging SETA/Head Start to reach out and serve more homeless families. Ms. Lee will be contacting board members to better understand the homeless population in the county and the impact of children aged 0-5. SETA already serves homeless families. Ms. Lee wants to learn how Head Start can partner to better serve homeless children and families.

D. Counsel: Mr. Thatch reported that there will not be a closed session; it will be dropped from the agenda.

E. Members of the Board: No comments.

F. Public: No comments.

VI. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: No action taken.

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9

One Potential Case

VII. Adjournment: The meeting was adjourned at 10:39 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/30/19 through 2/27/19, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 1/30/19 through 2/27/19.

PRESENTER: Kathy Kossick

ITEM II- C - CONSENT

APPROVAL TO AMEND THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on October 4, 2018.

However, when those proposed revisions were reviewed by the County as the Code Reviewing Body, a clarification was requested by County Counsel to describe the new electronic filing requirements for conflict of interest statements. As a result, the following paragraph has been added to the Conflict of Interest Code:

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

In addition, Staff and legal counsel reviewed the list of job classifications required to file and have made modifications. The Appendix needs to be modified to reflect the new classifications and revisions.

If your Board approves the revised Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Conflict of Interest Code, in both clean and markup versions (additions in ***bold italics***), is attached.

RECOMMENDATION:

Approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

PRESENTER: Legal Counsel

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Youth Committee	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Workforce Development Analytical Program Officer
Personnel/Human Resources Department Chief	Workforce Development Operational Program Officer
Fiscal Department Chief	Purchasing Analyst
Information Systems Department Chief	Staff Support Officer
<i>Executive Coordinator</i>	Workforce Development Professional I, II, III
Senior Personnel Analyst**	Head Start Site Director
Accountant I	Head Start Coordinator (Education)
Accountant II**	Head Start Coordinator (Food Service)
Accountant III	Head Start Coordinator (Health/Nutrition)
Senior Accountant	Head Start Coordinator (Social Services/Parent Involvement Services)
Programmer Analyst	Head Start Education Specialist**
Workforce Development Professional Supervisor	Network Engineer
Human Resources Manager	Head Start Facilities Analyst
Information Technology Analyst I and II	Head Start Facilities Specialist
Information Technology Services Facilitator	Head Start Head Cook
Information Technology Engineering Analyst	Head Start Manager
	Web Innovation Engineer

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Youth Committee	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Workforce Development Analytical Program Officer
Personnel/Human Resources Department Chief	Workforce Development Operational Program Officer
Fiscal Department Chief	Purchasing Analyst
Information Systems Department Chief	Staff Support Officer
Executive Coordinator	Workforce Development Professional I, II, III
Senior Personnel Analyst**	Head Start Site Director
Accountant I	Head Start Coordinator (Education)
Accountant II**	Head Start Coordinator (Food Service)
Accountant III	Head Start Coordinator (Health/Nutrition)
Senior Accountant	Head Start Coordinator (Social Services/Parent Involvement Services)
Programmer Analyst	Head Start Education Specialist**
Workforce Development Professional Supervisor	Network Engineer
Human Resources Manager	Head Start Facilities Analyst
Information Technology Analyst I and II	Head Start Facilities Specialist
Information Technology Services Facilitator	Head Start Head Cook
Information Technology Engineering Analyst	Head Start Manager
	Web Innovation Engineer

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

ITEM II-D – CONSENT

APPROVAL TO EXTEND AUDIT SERVICES AGREEMENT FOR
FISCAL YEAR ENDING JUNE 30, 2019 AND AUTHORIZE THE
EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

BACKGROUND:

On March 2, 2017, the SETA Governing Board approved the selection of Vavrinek, Trine, Day & Company, LLP (“VTD”), to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The audit fee for the fiscal year ended June 30, 2018 was \$50,290.50 which included the single audit for two major federal programs. The agreement also allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 3.7% during 2018.

Staff is recommending extending the agreement for audit services in the amount of \$52,151.25 (\$50,290.50 + 3.7%) for the fiscal year ending June 30, 2019.

RECOMMENDATION:

Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2019, for a total amount up to \$52,151.25 and authorize the Executive Director to sign the agreement.

PRESENTER: D’et Saurbourne

ITEM II-E – CONSENT

APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Sacramento Works board's Youth Committee is responsible for the planning and procurement of the Workforce Innovation and Opportunity Act (WIOA) youth services. The Sacramento Works Youth Committee seeks to develop a continuum of services to engage youth in the workforce system; works with community partners to coordinate youth initiatives; and is responsible for the oversight of youth providers. WIOA requires no minimum or maximum number of representatives on the Youth Committee. The WIOA and the State of California have identified the following categories of membership on the Youth Committee:

- Members of the local board with special interest or expertise in youth services or policy;
- Representatives of youth service organizations, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing organizations;
- Education representatives;
- Parents of local youth seeking assistance under WIOA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Two applicants have been recommended for appointment by Youth Committee chair, Mr. David Gordon. Ms. Randi Kay Stephens is the Associate Program Manager for the Institute for Local Government and has an interest in serving on the Youth Committee. Ms. Zoe Larson was an AmeriCorps Service volunteer. The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. The Workforce Development board met and approved these two applicants. The original applications for Youth Committee membership will be sent under separate cover.

RECOMMENDATION:

Approve the appointment of Ms. Randi Kay Stephens and Ms. Zoe Larson to the Sacramento Works Youth Committee.

PRESENTER: Terri Carpenter

ITEM II-F - CONSENT

APPROVAL TO ADD KS CONSULTING TO SETA'S VENDOR SERVICES (VS) LIST

BACKGROUND

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

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

KS Consulting submitted an application in response to SETA's VS List RFQ to offer In-Service Training. After evaluating the application, SETA has determined that KS Consulting effectively demonstrated its ability to provide the proposed service.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add KS Consulting to SETA's VS List.

PRESENTER: Marianne Sphar

Vendor Services (VS) List

Staff Recommendation

Applicant: KS Consulting
Location: 3800 Faberge Way
 Sacramento, CA 95826

Applicant's Background:

For the past 8 years, KS Consulting has provided health management consulting to Head Start to assist the program in meeting compliance with federal regulations in the health and nutrition service areas. Training and technical assistance is geared towards use of the ChildPlus tracking system to ensure compliance with government regulations in the Head Start Performance Standards and the California Community Care Licensing codes, and includes training to ensure compliance in all areas of health, safe environments and nutrition services. Also, ongoing support is provided for health staff to ensure efficient data tracking, monitoring and assessment.

As an approved vendor, KS Consulting's services will provide training and technical assistance to staff of the SETA's Health and Nutrition Program in Head Start.

Activity	Proposed Rates
<p>In-Service Training* – <u>Training, Technical Assistance and Support –</u></p> <ul style="list-style-type: none"> ▪ ChildPlus data tracking system and reporting ▪ Quality Assurance for health and safety monitoring ▪ Community Assessment ▪ Self – Assessment ▪ To ensure compliance with federal and state regulations in the health, safe environments and nutrition services 	<p>\$175 per hour (4 hour max. or \$700)</p> <p>\$175 per hour (8 hour max. or \$1,400)</p>

*All services offered by KS Consulting shall be subject to prior approval by Head Start management.

ITEM III-B - 1 – ACTION

APPROVAL OF THE APPOINTMENT OF PRIVATE SECTOR ORGANIZATIONS TO SELECT TARGET AREA PRIVATE SECTOR REPRESENTATIVES AND ALTERNATES TO SERVE ON THE COMMUNITY ACTION BOARD (CAB)

BACKGROUND:

In March, 2018, SETA was reviewed for programmatic and fiscal performance of its Community Services Block Grant program by the California Department of Community Services and Development (CSD). As a result of the report by CSD, SETA recognized that changes to the existing CAB membership and the selection process were needed in order to fully comply with the CAB Bylaws.

In December 2018, the SETA Governing Board approved action implementing the new selection process for low-income sector CAB members that conforms with the CAB Bylaws.

This item seeks approval of a similar process for Private Sector CAB members. The relevant sections of the CAB Bylaws are as follows:

Private Sector Representatives

“The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the SETA Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.”

(Section 1.4, Private Sector Representatives, CAB By-Laws (revised 2/2/2006))

Representation of the Private Sector

“The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organizations identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations, each of which shall select a member or members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member, or members, to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.” (Section 2.2 Representation of the Private Sector, CAB By-Laws (revised 2/2/2006))

Private Sector Selection Criteria

- A. *The organization must be from any of the following six (6) categories:*
- ✓ *Business Industry*
 - ✓ *Labor*
 - ✓ *Religious groups*
 - ✓ *Private welfare/social services agencies*
 - ✓ *Private educational institutions*
 - ✓ *Other major groups or interests in the community as determined by the SETA Governing Board*
- B. *The organization may be located anywhere in Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.*
- C. *When the number of qualified private sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more, so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.*
(Section 2.3 Private Sector Selection Criteria, CAB By-Laws (revised 2/2/2006))

To implement the CAB Bylaws requirements for the selection of Private Sector members, staff have attached a chart listing a number of Private Sector organizations. The first four organizations on the chart are currently CAB members and are being recommended to continue to fill the 4 Private Sector seats until the next regularly scheduled Governing Board appointments occur in February 2021. This action will result in compliance with the CAB Bylaws, position SETA staff to fully implement the selection process by February 2021, and minimize disruption among current CAB Members who are in the midst of a term of service. Each organization will select one member and one alternate to attend CAB meetings.

RECOMMENDATION:

Approve the appointment of Private Sector organizations to select Private Sector representatives and alternates to serve on the CAB Board, as indicated on the attached chart.

PRESENTER: Julie Davis-Jaffe

PRIVATE SECTOR ORGANIZATIONS LIST
FOR SETA COMMUNITY ACTION BOARD MEMBERSHIP CONSIDERATION
(Community-based organizations under CSBG contract with SETA are not included in this list)

Private Sector Selection Criteria Summary

- A. The organization must be from any of the following six (6) categories:
 ✓ Business Industry ✓ Labor ✓ Religious Groups ✓ Private welfare/Social services agencies ✓ Private educational institutions ✓ Other major groups or interests in the community as determined by the SETA Governing Board
- B. Any member selected to represent a particular geographical area, must reside in that area.
- C. The SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more, so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Child Action, Inc. <i>(Incumbent Member)</i> 9800 Old Winery Place, Ste. A Sacramento, CA 95827-1700	Private welfare/Social services agency	La Riviera - Sacramento County
California Community Credit Union <i>(Incumbent Member)</i> 8815 Folsom Blvd. Sacramento, CA 95826	Business Industry	La Riviera -Sacramento County
Sacramento Food Bank & Family Services <i>(Incumbent Member)</i> 3333 Third Avenue Sacramento, CA 95817	Private welfare/Social services agency	Sacramento County
United Way California Capital Region <i>(Incumbent Member)</i> 8912 Volunteer Lane, Ste. 200 Sacramento, CA 95826-3321	Private welfare/Social services agency	La Riviera - Sacramento County
Women's Empowerment 1590 North A Street Sacramento, CA. 95811	Private welfare/Social services agency	Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833	Private welfare/Social services agency	Sacramento County
Sacramento Area Congregations Together (ACT) 2409 15th Street. Sacramento, CA 95818	Religious Groups/Private welfare/social services agency	Sacramento County
Easter Seals 3205 Hurley Way Sacramento, CA 95864	Private welfare/Social services agency	Arden Arcade - Sacramento County
Sacramento Bee 2100 Q Street Sacramento, CA 95816	Business Industry	Sacramento County
Service Employees International Union 1130 K Street Sacramento, CA 95814	Labor	Sacramento County
Catholic Charities of Sacramento 2110 Broadway Sacramento, CA 95818	Religious Groups/Private welfare/Social services agency	Sacramento County
University of the Pacific, McGeorge School of Law 3200 Fifth Avenue Sacramento, CA 95817	Private educational institution	Sacramento County
Lutheran Social Services 4390 47 th Avenue Sacramento, CA 95817	Private welfare/Social services agency	Sacramento County
American Red Cross 1565 Exposition Blvd., Ste. 100 Sacramento, CA 95815	Private welfare/Social services agency	North Area - Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Eskaton Senior Care & Services 5105 Manzanita Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Aegis Living of Carmichael 4050 Walnut Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Stanford Youth Home 8912 Volunteer Lane Sacramento, CA 95826	Private welfare/Social services agency	La Riviera - Sacramento County
Mercy Housing 2512 River Plaza Dr., Ste. 200 Sacramento, CA 95833	Business Industry/ Private welfare/Social services agency	Sacramento County
Youth Development Network 5320 Hemlock St., Room 17 Sacramento, CA 95841	Private welfare/Social services agency	Arden Arcade - Sacramento County
Big Brothers Big Sisters 800 Howe Avenue, Suite 440 Sacramento, CA 95825	Private welfare/Social services agency	Arden Arcade - Sacramento County

ITEM III-B – 2 - ACTION

APPROVAL TO SUBMIT AN APPLICATION FOR THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT'S (EDD) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ENGLISH LANGUAGE LEARNER (ELL) CO-ENROLLMENT PILOT FUNDING OPPORTUNITY, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE AND ENTER INTO SUBCONTRACTS WITH TRAINING PROVIDERS

BACKGROUND

The California Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB) and the California Labor and Workforce Development Agency, has released a solicitation for applications for the Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Co-enrollment Pilot. EDD has announced the availability of up to \$1.2 million in WIOA Governor's discretionary funds for Local Workforce Development Boards to support projects that align WIOA programs, implement co-enrollment strategies, leverage other program funding, and provide supportive services for California's ELL population. ELL projects selected are expected to work in collaboration with community-based organizations (CBOs), and other workforce partners, including WIOA Title II, Adult Education programs, WIOA Title III, and Human Services programs, where possible.

As a result, SETA staff intend to prepare and submit a grant application by the deadline of April 1, 2019, in the amount of \$300,000 to enhance its co-enrollment strategy, expand partnerships, and continue to increase access to workforce services to ELLs through partnerships with WIOA Title II, Adult Education, WIOA Titles III and IV, as well as Human Services programs, such as CalWORKs. The anticipated number of ELLs to be served under the proposed pilot is a minimum of 86. The project period is 18 months.

If awarded, SETA's pilot will build upon its existing ELL Workforce Navigator model by continuing its work with Adult Education, CBOs, and other partners to assist ELLs in navigating workforce and education system services through enhanced coordination/integration. Services will include vocational English language instruction, Adult Basic Education (ABE), high school completion/equivalency, career exploration, labor market research, career pathways development, work based learning, vocational training, support services, and job placement and retention services. The proposed pilot will seek to expand partnerships with the Capital Adult Education Regional Consortium (CAERC) and its members, the Sacramento County Department of Human Assistance (DHA), Refugee Social Services (RSS) funded refugee program service providers, local refugee resettlement agencies, and other CBOs serving immigrant and refugee populations. Specific subcontractors will be provided at the next Governing Board Meeting.

Project objectives include:

ITEM III-B – 2 – ACTION (continued)

Page 2

- Expansion of SETA's existing ELL Workforce Navigator model
- Conducting targeted outreach to ELLs
- Co-enrolling ELLs in workforce, education, and Human Services programs
- Building or enhancing existing collaborations and partnerships with Adult Education, CBOs, and other regional partners to align/integrate programs to leverage resources, promote shared case management, eliminate the duplication of services, and improve overall participant experiences
- Improving labor market and skills outcomes for the ELL population through the development of strategies, such as career pathways programs, that fill gaps, align systems, and enhance services to ensure greater access to workforce, education and social service programs that will provide a participant support through the process
- Evaluating the effectiveness and impact of the expanded Navigator structure
- Coordinating with and informing state partners on:
 - Data sharing needs/barriers
 - Policy barriers
 - Best practices
 - Other issues related to effectively serving ELL populations and implementing a co-enrollment model

RECOMMENDATION

Approve the submission of an application to EDD for the WIOA ELL Co-enrollment Pilot funding opportunity in the amount of \$300,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

PRESENTER: Michelle O'Camb

ITEM III-B- 3 -ACTION

APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT BOARD

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 to replace the 1998 Workforce Investment Act (WIA) and to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA prescribes a stronger alignment of the workforce, education, and economic development systems. The WIOA modifies the structure of State and local workforce boards, allowing them to be smaller, charging them to be more strategic analysts and investors in the labor market.

As part of its effort to transition into WIOA at its January 7, 2016 meeting, the Governing Board approved the application process for appointing members of the Workforce Development Board, identifying five separate categories for Workforce Development Board membership including: Business; Labor/Workforce; Education/Training; Government and Economic/Community Development; and others deemed by the Governing Board to be appropriate.

In order to implement the WIOA, Sacramento Works, Inc., the local Workforce Development Board, approved a series of amendments to Article III of its bylaws at its January 27, 2016 meeting. The SETA Governing Board approved these bylaw changes at its February 4, 2016 meeting. These amendments included modifications to the number of directors and the manner of appointment.

The bylaw amendments included the following changes and the changes in Sections 3.01 (number of directors), 3.03 (staggering of terms) and 3.05 (process of appointment to implement staggered terms):

- Section 3.01 reduced the size of the board from a range of 36 to 50 down to a range of 15 to 30 and set the current size of the board at 25, a reduction from the current size set at 41. The size of the board can be changed by simple board resolution any time so long as it stays within the new range set by this amendment
- Section 3.02 changed the references to the qualifying law from the former WIA to the new WIOA.
- Section 3.03 made one change to provide for staggered terms as required under WIOA.
- Section 3.04 changed the reference to the qualifying law from the former WIA to the new WIOA.

ITEM III-B – 3 – ACTION (continued)

Page 2

- Section 3.05 (a) incorporated the changes needed to set up staggered terms by appointing approximately 1/3 of the directors appointed in March 2016 to two year terms, 1/3 to three year terms and 1/3 to four year terms. After these initial terms, all terms will be three years.

On February 4, 2016 the Governing Board made changes regarding the composition and member requirements of the Sacramento Works Workforce Development Board to provide for consistency with WIOA requirements.

As part of its action on February 4, 2016, the Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the “Other” category permitted by WIOA to provide the Governing Board with flexibility in appointing members in this catch-all category. Attached to this item is a table showing the allocation of positions as approved by the Governing Board on February 4, 2016.

Based on the Governing Board’s February 4, 2016 approval of staggered terms, on March 3, 2016 the Governing Board exercised its discretion by appointing 8 members whose initial term is two years, 8 members whose initial term is three years, and 9 members whose initial term is four years. The Board appointed members to staggered terms of two, three or four years by lot, with the term to begin April 1, 2016.

The initial term of the eight members (or their replacements) appointed to the three-year term will expire on March 31, 2019. One of the eight members has resigned due to extensive travel commitments which conflict with board meetings. The other seven members has been polled to determine their desire to continue to serve on the board. Each member affirmed their commitment to continue service.

Staff will provide an oral report.

RECOMMENDATION:

Review the attached summary and approve the reappointment of the seven members to the Sacramento Works Workforce Development Board for a three- year term beginning April 1, 2019.

Private Business	
Name & Position	COMPANY
Lisa Clawson, Vice President	Kaiser Permanente
Johnny Perez, Community Banking Supervisor	SAFE Credit Union
Anette Smith-Dohring, Director, Workforce Development	Sacramento Municipal Utility District (SMUD)
Labor/Workforce	
Labor	
Karl Pineo-Business Manager, Financial Secretary, Treasurer	Iron Workers Union #118
Education/Training	
Dr. Jamey Nye, Vice Chancellor of Education and Technology	Los Rios Community College District
Government and Economic/Community Development	
Wagner-Peyser	
Diane Ferrari, Chief, Northern Job Service Division	Employment Development Department
Vocational Rehabilitation	
Other	
Kristin Gibbons, Human Services Division Manager	Sacramento County Department of Human Assistance

ITEM III-B - 4 - ACTION

APPROVAL OF THE CAPITAL REGION'S STRATEGIC WORKFORCE DEVELOPMENT PLAN UPDATE, PROGRAM YEARS (PY) 2017-2021 AND THE SACRAMENTO AREA'S STRATEGIC WORKFORCE DEVELOPMENT PLAN UPDATE, PY 2017-2021, AND AUTHORIZE SETA'S EXECUTIVE DIRECTOR TO MAKE REVISIONS REQUIRED BY THE STATE

BACKGROUND:

In July 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA). The WIOA required local workforce areas and regional workforce areas, known as regional planning units (RPUs), to submit comprehensive regional and local strategic workforce development plans to State workforce boards. In September 2016, the California Workforce Development Board (CWDB) issued policy guidance establishing the procedures for Local Workforce Development Boards (LWDBs) and Regional Planning Units (RPU) to follow in the preparation and submission of their initial regional and local plans. The Capital Region's RPU consists of four workforce development areas - Golden Sierra Job Training Agency (GSJTA), North Central Counties Consortium (NCCC), Sacramento Employment and Training Agency (SETA), and Yolo County representing nine counties - Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo, and Yuba.

The Capital Region's Strategic Workforce Development Plan—Program Years 2017-2021, and the Sacramento Area's Strategic Workforce Development Plan – Program Years 2017-2021, were approved by the CWDB in August 2017. The state's Unified Plan served as the conceptual map for Local Workforce Development Boards (LWDB) and their partners, and was the controlling state policy document for regional and local workforce plans. Both plans outlined strategies that assist adults and youth with barriers to gain access to employment opportunities through career pathways within critical industry sectors identified within the region. The ultimate goal of the strategies was to support economic prosperity and income mobility.

In July 2018, the CWDB issued policy guidance regarding biennial updates of regional and local plans required under WIOA. The policy guidance applies to LWDBs and RPUs and ensures that plans remain current and account for changes in labor market and economic conditions, or other factors affecting the implementation of plans. The CWDB made changes to its Unified Plan, which requires the LWDBs to update plans to be consistent with the State policy. The policy guidance provides specific instructions on both required and elective updates to the plans, which include:

- Conditions and processes for stakeholder engagement during the regional and local plan update process
- Regional and local plan update deliverables including:

- aligning, coordinating, and integrating reentry and workforce services to the formerly incarcerated and other justice-involved individuals
 - partnerships with county human service CalFresh programs
 - partnerships with Local Child Support Agencies (LCSAs) to provide workforce services to unemployed, underemployed, and payment-delinquent non-custodial parents
 - partnerships with programs that service individuals with disabilities (IWDs), including detail on strategies to implement Competitive Integrated Employment (CIE)
 - provision of services to English Language Learners (ELLs), including refugees
 - compliance with the state law relating to Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships
 - evaluation and assessment of local and regional efforts toward Coordination and Alignment using State indicators
 - changes in labor market and economic conditions, or other factors affecting the implementation of regional and local plans, including modifications to negotiated performance goals
- Plan submission process and the plan scoring rubric.

Drafts of the plan updates, including the attachments and exhibits to the plans, can be found on-line at www.seta.net under the Public Notices tab. As stated previously, the documents have been prepared in compliance with the state's policy guidance, as well as evaluation criteria for regional and local plan update certification by the CWDB. The draft local plan was posted on the SETA website on January 18, 2019, and the draft regional plan was posted on February 15, 2019. The links to both the regional and local plan updates were posted on SETA's website and made available to all of the required stakeholders identified in the policy guidance, as well as to over 400 partners, stakeholders and other interested parties for comment. Additionally, a public notice was published in the Sacramento Bee, and SETA will be receiving public comments through March 15, 2019.

Staff is seeking the Board's approval of the plan updates in order to meet the initial submission date of March 15, 2019. Once submitted, the State will work with the SETA and the RPU to address plan update deficiencies, if any, identified prior to "final" plan update submissions due August 1, 2019. Therefore, staff is further seeking approval to allow SETA's Executive Director to make revisions to the regional and/or local plan updates that may be required by the State prior to the "final" plan update submission date.

ITEM III-B - 4 – ACTION (continued)
Page 3

The Sacramento Works Board met and approved this document at a special meeting held Wednesday, February 27.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Capital Region's Strategic Workforce Development Plan Update - Program Years 2017-21, and the Sacramento Area's Strategic Workforce Development Plan Update – Program Years 2017-2021, and authorize SETA's Executive Director to make revisions required by the State.

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Monica Blanco

DATE: February 13, 2019

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of City of Sacramento – Dept. of Parks and Recreation

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School	\$ 266,665	7/1/17-6/30/18	7/1/17-6/30/18
WIOA	In-School	\$ 151,701	7/1/18-6/30/19	7/1/18-9/30/18

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

Date of review: January 23, 2019

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control		N/A		
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	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: City of Sacramento – Dept. of Parks and Recreation

Findings and General Observations:

The total costs as reported to SETA for WIOA 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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

- 1) The total costs as reported to SETA for the contract years of March 1, 2018 to September 30, 2018 for the WIOA program have been traced to the delegate agency 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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters **DATE:** January 24, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$5,193,458	8/1/17-7/31/18	3/1/18-7/31/18
Head Start	T & TA	\$15,000	8/1/17-7/31/18	3/1/18-7/31/18
Early HS	Basic & Cola	\$1,741.924	8/1/17-7/31/18	3/1/18-7/31/18
Early HS	T & TA	\$30,912	8/1/17-7/31/18	3/1/18-7/31/18

Monitoring Purpose: Initial Follow Up Special Final X
Date of Review: 1/7-1/9/19

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from March 1, 2018 to July 31, 2018 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-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 - February 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			
Adecco	1	Grower Quality Inspector I	1
	1	Grower Quality Inspector II	2
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 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
City of Elk Grove	1	Accounting Technician	1
	1	Animal Care Supervisor	1
	1	Animal Services Officer	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	Account Clerk II	2
	1	ADA Coordinator	1
	1	Administrative Analyst	2
	1	Administrative Officer	1
	1	Administrative Technician	1
	10	Aquatics Recreation Coordinator	1
	10	Art Museum Registrar	1
	10	Assistant Caretaker	1
	1	Assistant City Manager	1
	1	Assistant City Manager -Municipal Services	1
	8	Assistant Cook	1
	1	Assistant Pool Manager	1
	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
	1	Auditor	1
	3	Building Services Manager	1
	10	Camp Aide	1
	10	Camp Recreation Leader	1
	10	Camp Sacramento Supervisor	1

**SETA- Employer Activity Report
July 1, 2018 - February 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			
City of Sacramento	10	Caretaker	1
	3	Carpenter	1
	1	Cashier	1
	10	Cashier-Community Services	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	Dispatcher II	2
	1	Dispatcher Recruit	1
	3	Electrician	2
	2	Engineering Technician III	1
	1	Environmental Program Manager	1
	10	Event Associate	1
	1	Executive Assistant	1
	8	First Cook	1
	1	Fiscal Policy Analyst	1
	7	Instrument Technician I	1
	7	Junior Plant Operator	2
	1	Labor Relations Officer	1
	1	Legal Secretary	1
	10	Lifeguard	1
	7	Machinist	1
	1	Meter Reader	1
	3	Painter	1
	1	Park Maintenance Worker II	1
	1	Personnel Analyst	2
	7	Plant Operator	2
	1	Police Administrative Manager	1
	1	Police Officer	3
	1	Police Recruit	1
	6	Principal Systems Engineer	1
	6	Principal Systems Engineer -Information Security	1
	1	Program Analyst	5
	1	Program Director	1
	1	Program Specialist	1
	6	Senior Applications Developer - PD Systems Support	1
	10	Senior Camp Aquatics Leader	1
	1	Senior Deputy City Clerk	1
	7	Senior Electronic Maintenance Technician	1
	2	Senior Engineer	1
2	Senior Engineering Technician	1	
10	Senior Recreation Aide	1	
1	Senior Staff Assistant	1	
6	Senior Systems Engineer	1	
10	Student Trainee	1	
3	Supervising Building Inspector	1	
2	Supervising Engineer	1	
7	Supervising Generator Technician	1	
1	Supervising Landscape	1	
7	Supervising Plant Operator	1	

**SETA- Employer Activity Report
July 1, 2018 - February 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			
City of Sacramento	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	Water Cross Connection Control Specialist	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
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
Greater Sacramento Area Economic Council	6	Data Engineer	1
	1	Digital Marketing Manager	1
Health Advocates	1	Attorney	1
	4	Coordinator-Sacramento	1
Iron Mechanical, Inc.	7	Field HVAC Installer	20
Just Energy	1	Energy Advisor	12
Los Rios Community College District	1	Administration of Justice Assistant Professor	1
	1	Account Clerk II	1
	1	Account Clerk III	2
	1	Accounting Adjunct Assistant Professor	1
	1	Administration of Justice Adjunct Assistant Professor	1
	1	Administration of Justice Assistant Professor	1
	1	Administrative Assistant I	1
	1	Admissions/Records Evaluator I	1
	1	Admissions/Records Evaluator II	1
	1	Aeronautics Adjunct Assistant Professor	1
	1	Agricultural Business & Related Services, Engineering	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	

**SETA- Employer Activity Report
July 1, 2018 - February 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	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	9
	1	College Safety Officer	1
	1	Communication Studies Assistant Professor	1
	1	Conditioning Coach Adjunct Assistant Professor (Off-	1
	1	Confidential Administrative Assistant III	1
	1	Confidential Human Resources Specialist I	1
	1	Construction Adjunct Assistant Professor	1
	1	Construction Management Technology Adjunct	1
	1	Cosmetology Adjunct Assistant Professor	1
	1	Counselor (Athletics)	1
	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
	1	Diagnostic Medical Sonography Assistant Professor	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 Adjunct	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
	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 Supervisor	1
	1	Groundskeeper	1
	1	Head Groundskeeper	1
	1	Health Information Technology Assistant Professor	1
Los Rios Community College District	7	Heating, Ventilation, and Air Conditioning (HVAC)	1

**SETA- Employer Activity Report
July 1, 2018 - February 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			
	1	Horticulture Assistant Professor	1
	9	Hospitality Management Culinary Supervisor	1
	6	Information Technology Business/Technical Analyst I	1
	6	Information Technology Production Services	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Art	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
	7	Maintenance Technician I	1
	1	Mathematics Assistant Professor	2
	4	Nursing (Registered Nurse-RN) Assistant Professor	1
	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	1
	1	Police Communications Supervisor	1
	6	Programmer I	1
	1	Public Services Librarian	1
	1	Research Analyst	2
	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-Outreach Services	1
	1	Technical Director - Harris Center for the Arts	1
	1	Vice President of Student Services	1
Michael Bozzuto Insurance Agency	1	Commercial Lines Account Manager	1
Mi Rancho Tortilla	9	Machine Operator	10
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
Rainbow Daycare	1	Preschool Teacher	3
	1	Toddler Teacher	3
Sacramento Children's Home	5	Child Care Worker	8
Sacramento Employment and Training Agency	1	Accountant I	1
	1	Accountant II	1
	1	Facilities Specialist	1
	1	Family Service Worker - Range 3	1
	1	Head Start Associate Infant/Toddler Teacher	1
	1	Head Start Manager	1
	1	Head Start Teacher	1
	1	Personnel Clerk	1

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

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<p align="center">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</p>			
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	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
Univision Television Group	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			499

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of February 28, 2019 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	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	Pending
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	9/26/2018 9/27/2018
Official	10/1/2018	Ingenuity and Pupos Worldwilde 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	Pending
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

Sacramento Employment and Training Agency

Dislocated Worker Information PY 2018/2019

The following is an update of information as of February 28, 2019 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

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	Pending
				1,087	

ITEM IV-D - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM AS OF JANUARY 31, 2019

BACKGROUND:

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

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

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending January 31, 2019.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE THIRTEEN MONTHS ENDING JANUARY 31, 2019**

Total REWARDS points as of December 31, 2017	5,532,550
REWARDS points accumulated from December 2017 to January 2019	1,230,318
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	(299,021)
Customer supports and incentives	-
Employee/Board recognition/wellness activities	(5,876)
Total REWARDS points used since the last reporting period	<u>(304,897)</u>
Total REWARDS points available/remaining	<u><u>6,457,971</u></u>

ITEM IV-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 - 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						
Sacramento City USD	73	90	88	85	85	86						
SETA	78	87	85	83	83	81						
San Juan USD	N/A	76	88	90	89	88						
Twin Rivers USD	93	90	88	78	86	89						
WCIC/ Playmate	N/A	68	83	87	92	89						
TOTAL	84	83	87	85	87	87						

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						
SETA	80	86	87	82	83	81						
San Juan USD	83	84	89	87	90	88						
Twin Rivers USD	91	88	88	88	86	91						
TOTAL	84	88	89	83	87	87						

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

EHS-CC Partnership/Expansion

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

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
Elk Grove USD	440	452	103
Sacramento City USD	1,139	1,106	97
SETA	1,836	1,867	102
San Juan USD	668	668	100
Twin Rivers USD	180	182	101
WCIC/Playmate	100	100	100
Total	4,363	4,375	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
Sacramento City USD	152	157	103
SETA	439	441	100
San Juan USD	160	174	109
TRUSD	16	17	106
Total	767	789	103

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	42	105
Total	80	86	108

- (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):

- 2 Home Visitor staff vacancies, leaving 24 slots vacant
- Other reasons such as no wait list for some centers and enrollments in process
- 1 class capped due to a majority of 3 year olds enrolled, leaving up to 3 vacant slots at any given time due to capping

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed
- ACF is aware of the challenges of capped classes which are out of the control of the program



SETA Head Start Food Service Operations Monthly Report *January 2019

January 1st - Happy New Year! Holiday - SETA closed- Winter break.

January 2nd & 3rd - Calendar D classes open - Class Calendars A, B, C, E and WCIC Centers closed.

January 4th - Minimum Day Calendar D classes - Class Calendars A, B, C, E and WCIC Centers closed.

January 7th - All centers return from Winter Break .
Fruitridge and Kennedy Centers were closed due to lack of power from yesterday's storm.

January 11th - EHS Home Base field trip to Wacky Tacky, lunch & snack provided for 65 guests.
Classes closed for Teaching Pyramid Training:
Strizek Park PM class; Freedom Park 2 PM classes and full-day classes closed at noon.

January 18th - Classes closed for Teaching Pyramid Training:
Northview 1 PM class and 2 full-day classes closed at noon.
Norma Johnson 1 PM class and 1 full-day class closed at noon.

January 21st - MLK Holiday - SETA closed.

January 24th - Kathy Kossick visited the Central Kithen.

Meetings & Trainings: None

Total Number of Meals and Snacks Prepared for All Kitchens:				
Lunch	PM Snack	Breakfast	Field Trips	
36,500	25,820	26,460	0	

Total Amount of Meals and Snacks Prepared **88,780**

Purchases:

Food	\$88,800.52
Non - Food	\$15,326.43

Building Maintenance and Repair: **\$291.00**

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

Kitchen Small Wares and Equipment: **\$3,227.70**

Vehicle Maintenance and Repair : **\$4,100.46**

Vehicle Gas / Fuel:	\$1,479.26
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 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	203	11%	439	113	26%
Twin Rivers USD	180	24	13%	16	1	6%
Elk Grove USD	440	48	11%			
Sac City USD	1139	101	9%	152	18	12%
San Juan USD	668	87	13%	160	19	12%
WCIC	100	4	4%			
EHS CCP				120	9	8%
COUNTY TOTAL	4363	467	11%	887	160	18%

AFE: Annual Funded Enrollment

MONTHLY PROGRAM INFORMATION REPORT

February, 2019



CENSUS 2020 – PARTNERSHIPS AND JOB OPPORTUNITIES

Partnerships

The SETA Workforce Development and Children and Family Services Departments are partnering with Census 2020 task forces to set-up kiosks at the local career centers and early learning centers throughout Sacramento in an effort to increase access and gather data from hard to reach populations. Kiosks will enable parents and clients to easily access census data forms and complete them in a convenient location. Specific locations are to be determined.

Job Opportunities

Census 2020 will be seeking part-time employees for data collection and other positions. Please stop by one of the SETA career centers or contact Mario Montes at (916) 563-5137 to get more information. Wages range from \$17-\$24/hour.

ATTENDANCE UPDATE

Attendance has increased across programs (part-day preschool, full-day preschool, and EHS) and maintained at a higher percentage compared to the previous year. Center staff have been working to keep attendance a constant conversation in the classroom with children and parents. Family Service Workers will be choosing another attendance activity to do at the parent meeting this month.

Part Day Preschool:

December 2017: 74%

December 2018: 80% – 6% increase

January 2017: 75%

January 2018: 77% – 2% increase

January 2019: 80% – 3% increase

EHS:

December 2017: 79%

December 2018: 82% – 3% increase

January 2018: 77%

January 2019: 80% – 3% increase

Full Day Preschool:

December 2017: 80%

December 2018: 84% – 4% increase

January 2017: 79%

January 2018: 82% – 3% increase

January 2019: 84% – 2% increase

STATE AND LOCAL UPDATES



Proposed State Budget – Governor Newsom submitted his budget, which includes over \$1.8 billion in spending to boost early childhood education.

During his campaign, Newsom promised to focus on children from birth to age 3, in addition to expanding preschool for four-year-olds. Newsom's budget includes:

- \$750 million for kindergarten funding, to expand facilities to allow full-day programs
- \$747 million to help train child-care workers and expand local facilities already subsidized by the state, and help parents who attend state colleges and universities
- \$125 million to expand pre-K programs, phased in over three years
- \$200 million for home visits for low-income expecting parents and expanded programs for health-care screenings for young children
- Over the next few months, legislators and stakeholders will convene to discuss funding and priorities which will likely result in a revised budget in May 2019.

Proposed Legislation – Assembly member Kevin McCarty (D-Sacramento) announced three new bills aimed at providing Universal Preschool for California's children.

1. **AB-123:** Early childhood education: state preschool program: transitional kindergarten: access: standards. This bill would expand the state preschool program and enable local educational agencies to blend the program with transitional kindergarten.
2. **AB-124:** Preschool Facilities Bond Act of 2020. This bill would authorize the issuance of bonds in the amount of \$500,000,000 to finance a preschool facility grant program which will provide grant funds to renovate, repair, or improve existing buildings and/or purchase new relocatable preschool facilities.
3. **AB-125:** Early childhood education: reimbursement rates. This bill would establish a single regionalized state reimbursement rate system for childcare, preschool and early learning services that would achieve specified objectives.

Statutes of 2018

(as provided by CDE on behalf of CDD Lists)

Assembly Bill (AB) 605

- Amendments to Section 1596.951 of the Health and Safety Code, require the California Department of Social Services (CDSS) to adopt regulations to create a single child care center license to serve infant, toddler, preschool, and school age children, on or before January 2021.
- The CDSS will work in consultation with stakeholders to develop these regulations. The California Department of Education (CDE) will provide recommendations as part of the stakeholder workgroup.
- By January 1, 2024, all day care centers shall be licensed as a child care center with the new single license. The CDE will release more information as the CDSS progresses in the writing of the regulations and the development of the new license.

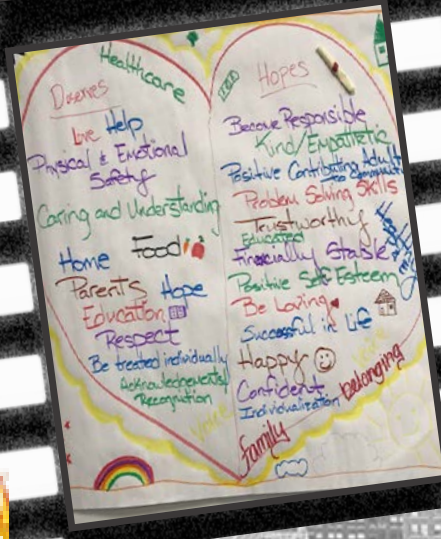
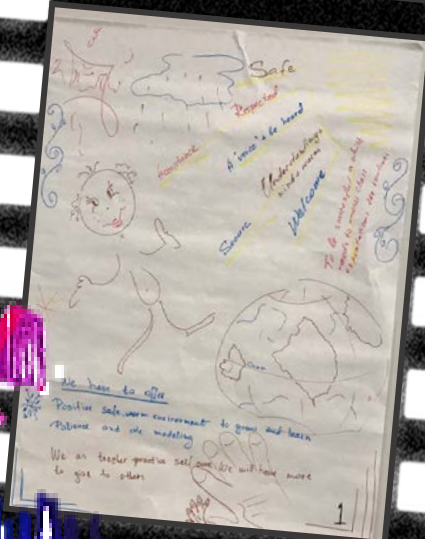
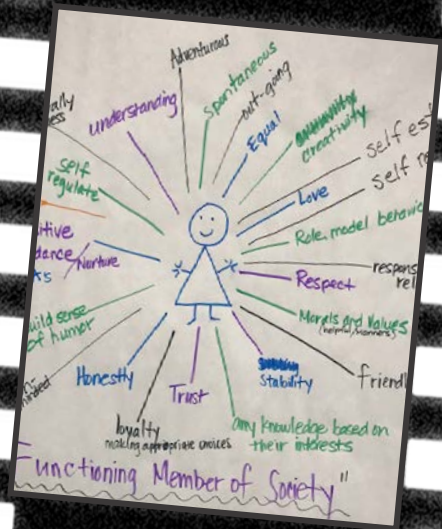
AB 2370

- Amendments to Section 1597.16 of the Health and Safety Code, require the CDSS to adopt regulations implementing the provisions of this statute no later than January 1, 2021. Amendments include the requirements for licensed centers to:
 - have their drinking water tested for lead contamination every five years and instate procedures in the event of lead contamination being discovered;
 - provide families with information on the risks of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing when enrolling or reenrolling a child; and
 - amend the preventative health practices course for licensed center directors and teachers to include training on prevention of lead exposure.
- As the CDSS releases information regarding the new regulations, the CDE will release a MB providing guidance and direction to the CDE

ECE 325 STUDENTS REFLECT ON WHAT ALL CHILDREN DESERVE

SETA is offering an on-site ECE class through American River College, and these are some posters that the students developed.

Their task was to visually depict what they believed every child deserves and what they think they can offer as teachers. They did some pretty amazing work.



HEALTH AND NUTRITION UPDATE

PS HOME BASE SOCIAL



EHS HB Social had a cooking class/nutrition demo with UC Davis Cooperative Extension FNEP (Family Nutrition Education Program)

Both socials had Liberty Dental providing Denti-Cal information and navigation and also provided tooth brushing kits to children and their parents. Center for Oral Health also provided oral screenings to program children, siblings and parents. They also provided fluoride varnishes to all. Total: 27 children and 12 parents were screened.

WellSpace Health Center opened a dental clinic in Galt. In efforts to connect with the community, they have allowed their dentist, Dr. James to come to Walnut, Galt and Grizzly to do oral screenings on our children. They brought their dental virtual office to provide children an experience similar to a dental office with a dental chair and light.

All were efforts in participating for Oral Health Awareness month.



HEALTH AND NUTRITION UPDATE
(continues)

EHS HOME BASE SOCIAL



HEALTH AND NUTRITION UPDATE
(continues)

GALT CENTER
DR. JAMES FROM
WELLSPACE HEALTH



CONFERENCES AND TRAININGS

- **CHSA Annual Conference** – staff and parents had the opportunity to attend the California Head Start Association’s Annual Conference in Riverside, CA during the week of February 4th through 8th. Attendees all reported learning a lot and enjoyed getting to know staff and parents from other agencies across the State.
- **SETA Classrooms Featured at CHSA Conference** - In addition to participating in the conference, Ms. Kelly Sprake, Ms. Megan Jones and Ms. Susan Garland from the Head Start Education unit represented SETA at the conference.

Their training session was called “The Little Engineers that Could” and featured some of the innovative projects from classrooms at SETA. Teachers throughout California learned how SETA has been using fairy tales to introduce young children to complex engineering processes. Those attending were able to practice some of the same activities they would be using with children. Attendee’s received picture examples and activity cards to take back and share with their program. Participants commented they were inspired to use these activities in their classrooms!



COMMUNITY SUPPORT



The children at the Nedra Court Early Learning Center received a surprise visit by the local police department as part of their community outreach program. The children enjoyed talking with the police officers and learning about their work.



ITEM V - REPORTS TO THE BOARD

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

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

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.