



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

ERIC GUERRA
Vice Mayor
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

RICH DESMOND
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Mayor Pro Tem
City of Sacramento

JENNIFER HERNANDEZ
Executive Director

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Sacramento, CA 95815

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(916) 263-3804

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

DATE: Thursday, April 6, 2023

TIME: 10:00 a.m.

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

ZOOM LOCATION:

<https://us02web.zoom.us/j/83834283176?pwd=cURCVGNtaS9salhFcVBzbk1FYk5LZz09>

In response to AB 2449, the Sacramento Employment and Training Agency Governing Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom.

In-person attendance by members of the public is on a first come, first-serve basis.

Members of the public may also participate in the meeting via Zoom by clicking the Zoom Location link above, typing the Zoom link address into their web browser, or listening to the meeting on One tap mobile +16699006833,,83834283176# US (San Jose). Meeting ID: 838 3428 3176. Passcode: 449932. Find your local number: <https://us02web.zoom.us/j/83834283176?pwd=cURCVGNtaS9salhFcVBzbk1FYk5LZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

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

Request for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753. Closed captioning will be available. This meeting is digitally recorded and available to members of the public upon request. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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

AGENDA

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VI. Adjournment

DISTRIBUTION DATE: Thursday, March 30, 2023

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE MARCH 2, 2023
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 2, 2023 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Jennifer Hernandez

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, March 2, 2023
10:00 a.m.

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

Ms. Vang called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

Sophia Scherman, Member, Public Representative
Eric Guerra; Vice Mayor, City of Sacramento
Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento
Rich Desmond, Member, Board of Supervisors (*joined at 10:03 a.m.*)

Members Absent:

Patrick Kennedy, Chair, Board of Supervisors

II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 10:02 a.m. Returned from Closed Session at 10:08 a.m. There was nothing to report out.

III. Consent Items

A. Approval of Minutes of the February 2, 2023 Regular Board Meeting

B. Approval of Claims and Warrants

Moved/Desmond, second/Guerra, to approve the following consent items:

A. Approval of Minutes of the February 2, 2023 Regular Board Meeting

B. Approval of Claims and Warrants for the period 1/26/2023 through 2/23/2023

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

IV. Action Items

A. GENERAL ADMINISTRATION/SETA:

1. Approval of Reappointments to the Sacramento Works Workforce Development Board

Mr. Kim reviewed the item. There are four Sacramento Works Board members whose term end on March 31, 2023. The recommendation is to reappoint the four members for another three-year term.

Ms. Scherman thanked the Board members for renewing their term.

Moved/Sherman, second/Desmond, to approve the reappointment of four members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2023.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2022

Ms. Saurbourne reviewed the new requirement for the government agencies to include long-term lease liabilities within the financial statements. SETA's lease liabilities are limited to the real estate leases and were included in the report. There are no findings this year.

Moved/Guerra, second/Desmond, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2022.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

3. Approval of Amendment to Labor Agreements to Add Juneteenth as a Holiday and Extend to All Staff

Ms. Saurbourne reviewed the item. There is no financial effect on grants. SETA will start to observe the Juneteenth holiday this year, June 2023.

Moved/Guerra, second/Desmond, to approve the amendment to the current labor agreements effective June 19, 2023, and extend the Juneteenth holiday observation to all staff.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

4. Ratification of the Submission of an Application to the California Workforce Development Board for High Road Training Partnerships Funds and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications, and any Other Documents Required by the Funding Sources

Mr. Kim reviewed the item; this is a ratification item, as there was insufficient time to include this item in February 2023 SETA Governing Board Meeting Agenda prior to the grant submission deadline. The City of Sacramento, in partnership with SETA, has been working to access different grant funding sources. A recent application was submitted for \$5 million in funds from the State for a High Road Training Partnerships grant, specifically to support the Aggie Square talent pipeline. If funded, the focus will be to enroll and train three hundred individuals in the Public Sector, Information and Communications Technology, Biotechnology, and Healthcare occupations. Mr. Kim recognized the City of Sacramento team's leadership in developing this application. Ms. Vang and Mr. Guerra thanked SETA staff and the team at the City of Sacramento for their efforts.

Ms. Fritzsche from the City of Sacramento thanked SETA for leadership and collaboration on this grant opportunity.

Ms. Scherman expressed her gratitude for the partnership that led to the submission of this application.

Moved/Guerra, second/Desmond, to approve the ratification of the submission of the application to the California Workforce Development Board for High Road Training Partnerships funds, and authorize the Executive Director to execute the agreement, subgrant agreements, modifications, and any other documents required to implement a successful program.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

5. Approval to Accept Regional Equity and Recovery Partnerships Funds from the California Workforce Development Board via the Golden Sierra Job Training Agency, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any Other Documents Required to Implement a Successful Program

Mr. Kim reviewed the item. In April 2022 the Golden Sierra Job Training Agency submitted a regional application on behalf of the Capitol Region, which includes Sacramento, for Regional Equity and Recovery Partnerships funds from the State. The Golden Sierra Job Training Agency was recently awarded the grant. Under the grant, they are going to subcontract with SETA for \$670,313 to serve ninety participants in the Sacramento area. SETA's focus is to connect our CBO Job Centers that serve the Aggie Square and surrounding areas to the Los Rios Community Colleges' programs. The focus will be on digital skills, IT-related, Business/Administrative, and professional skills, and the four community colleges will work with SETA to deliver cohort training in locations that are accessible to community residents. Each of the four Los Rios campuses have received a Strong Workforce allocation through the Chancellor's office, and those funds will be used to align with these regional equity funds that are coming from the State Workforce Board.

Moved/Desmond, second/Scherman, to approve the acceptance of \$670,313 in Regional Equity and Recovery Partnerships funds from the California Workforce Development Board via the Golden Sierra Job Training Agency, and authorize the Executive Director to execute the agreement, subgrant agreements, modifications, and any other documents required to implement a successful program.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

WIOA: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA – Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Ms. Griffith reviewed the item. The reimbursement protocols for COVID-19 are being removed for virtual meetings and the reimbursement amount for childcare will be increased from \$9.50 to \$15.00 per hour.

Moved/Desmond, second/Scherman, to approve the Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee as proposed.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

Mr. Thatch reviewed the Findings for Off-Agenda Item IV-C-2-Action: Approval of Head Start ARPA and CRRSA Budget Modifications and Request for No-Cost Extension:

“The Board finds that there is need to take immediate action and that the need for such action came to the attention of the Agency after the posting of the Agenda. Such a determination is supported by the following facts: the Agenda for the March 2, 2023 Governing Board meeting was posted on Thursday, February 23, 2023; on Monday, February 27, 2023, after posting of the Agenda for the March 2, 2023 Governing Board meeting, staff was advised by staff at the Administration for Children and Families (ACF) that American Rescue Plan Act funding, set to expire on March 31, 2023, could be extended at no cost for one additional year, to March 31, 2024, provided that the request for any budget modification and extension was approved by the Governing Board and submitted prior to the March 31, 2023 expiration date. The Board’s next regular meeting will be on April 6, 2023, so the Governing Board needs to consider and take action on this matter at the March 2, regular meeting. Without such action, the right to request an extension will expire before the Board’s next scheduled regular meeting.”

Moved/Desmond, second/Guerra, to approve the Findings for Off-Agenda Item IV-C-2-Action: Approval of Head Start ARPA and CRRSA Budget Modifications and Request for No-Cost Extension as substantiate to accept this item to the agenda.

2. Approval of Head Start ARPA and CRRSA Budget Modifications and Request for No-Cost Extension

Ms. Griffith reviewed the item to extend the ARPA and CRRSA funds for one year. The plan is to spend the funds between Head Start/Early Head Start and Delegate Agencies. There have been delays due to supply chain issues and

vendor shortages. The one-year extension allows for the funds to be spent in meaningful ways.

Moved/Desmond, second/Vang, to approve the Budget Modifications in the amount of \$1,142,638 and approve the request for a no-cost extension for ARPA and CRRSA funds in the amount not to exceed \$4,769,715.

Roll call vote:

Aye: 4 (Scherman, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

V. Information Items

A. Employer Success Stories and Activity Report:

Mr. Walker reviewed Solarjuice Technology Inc., a partner of SETA for five-six years, had a press release regarding other incentives they are receiving from the State.

B. Dislocated Worker Update:

Mr. Walker confirmed that Intel will be laying off 346 individuals. Markstein Beverage Co. is also planning to lay off 427 employees, mostly drivers and warehouse workers. The company will remain in business. The Tripod Security Agency is looking to hire 426 individuals as they received a federal contract to secure a federal building.

C. Head Start Reports: No questions or comments from the Board

V. Reports to the Board

A. Chair: No Report

B. Executive Director:

Ms. Hernandez advised on the Psychological Safety training that took place for the Management team and Diversity, Equity, and Inclusion team, as well as, including the training as part of the Winter Series. SETA is in the process of rolling out Psychological Safety training to the rest of the SETA team. Ms. Hernandez shared last week there was an initial brainstorming session with representatives from the adult education system, community colleges, Sacramento State economic development and City representatives to brainstorm on the workforce eco-system. One hundred five (105) partners were identified. She advised that SETA is also establishing a partnership with Cell-Ed (mobile learning platform) that will pilot an educational platform in Workforce Development and Head Start, and it will provide access to education for Head Start parents.

- C. Deputy Directors:
Mr. Kim thanked the members of the Board who attended the opening of the Florin Job Center.
- D. Counsel:
Mr. Thatch advised the Board members that this will be the last virtual meeting. April's meeting of the SETA Governing Board will be held in-person. Mr. Thatch reviewed the restrictions, rules, and limitations in regards to virtual meeting possibilities.
- E. Members of the Board:
The members of the Board thanked the SETA staff for their great work.
- D. Public: None
- VI. **Adjournment:** The meeting adjourned at 10:43 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

D'et Saurbourne, Administrative Services Deputy Director, has reviewed the claims for the period 2/24/2023 through 3/24/2023, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 2/24/2023 through 3/24/2023.

PRESENTER: D'et Saurbourne

ITEM III-A-1-ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On February 17, 2023, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2023. Under the terms of the RFP, the resulting contract may be renewed by SETA for up to two additional one-year terms. A Public Notice Announcement was posted in the Sacramento Bee and on the California Society of Municipal Finance Officers website. In addition, the RFP was available to download from SETA’s website and SETA directly solicited the following seven audit firms:

1. Brown Armstrong Accountancy
2. Clifton Larson Allen LLP
3. Eide Bailly (current SETA auditor)
4. Gilbert CPAs (former SETA auditor)
5. MGO (current County auditor)
6. MUN CPAs
7. Richardson & Co. LLP

On February 28, 2023, a proposers’ conference was held with one accounting firm in attendance. One firm submitted a proposal by the deadline of March 21, 2023.

Proposal #	Audit Firm	Audit Fees
1	Badawi & Associates	\$ 49,930

The proposal evaluation committee, consisting of individuals from the SETA’s Fiscal Department, evaluated the proposal. After careful consideration of the firm’s prior audit experience, size and structure, qualifications of staff, responsiveness and fees, the evaluation committee is recommending that the contract be awarded to Badawi & Associates. Badawi & Associate’s proposal demonstrated its specialization and expertise in the governmental auditing sector, and offered a competitive fee structure.

Federal regulations and SETA’s procurement policies authorize the use of noncompetitive procurement when, “after solicitation of a number of sources, competition is determined to be inadequate”. Consistent with federal regulations and SETA’s procurement policies, SETA has determined that non-competitive procurement is appropriate due to the solicitation of proposals from multiple sources and the receipt of only one responsive proposal.

RECOMMENDATION:

Find that non-competitive procurement for professional audit services is appropriate because after solicitation of a number of sources, competition is inadequate, but the solicited audit services are available from the single responsive proposal. Approve the selection of Badawi & Associates for audit services for SETA for the fiscal year ending June 30, 2023 for a fee not to exceed \$49,930 for one year with two optional, additional one-year terms.

PRESENTER: D'et Saurbourne

ITEM III-A-2-ACTION

APPROVAL OF COVID-19 MITIGATION POLICY

BACKGROUND:

In accordance with 45 CFR §1302.47(b)(9) the Office of Head Start requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

This policy has been developed with the Health Services Advisory committee to meet the needs of our community and program

Staff will be available to answer questions.

RECOMMENDATION:

Approve Sacramento County Covid-19 Mitigation Policy

PRESENTER: Karen Griffith

COVID-19 Mitigation Policy

Policy: To prevent and mitigate the spread of Coronavirus Disease 2019 (COVID-19) or other related or similar pandemic or infectious diseases, Sacramento Employment and Training Agency (SETA) Head Start/Early Head Start program shall have procedures in place and take all precautions necessary to ensure the health and safety of children served by Head Start program, their families, and the program's staff. This includes but is not limited to volunteers, community partners, student interns, contractors, consultants, delegate agencies and partners, and guests.

Procedures set forth may have limitations on group gatherings and events, and additional requirements pertaining to social distancing, face coverings, hygiene, disinfection/sanitation including frequent disinfecting and cleaning of all high-contact surfaces, symptom checks and screening procedures, exposure signage, and related measures pertaining to the operation of Head Start/Early Head Start program and activities to prevent the spread of COVID-19 or other related or similar pandemic or infectious diseases. This is in accordance with evidence-based practices from established health agencies and in consultation with SETA Head Start/Early Head Start Program's Health Services Advisory Committee (HSAC).

SETA Head Start/Early Head Start program shall follow any federal, state, and local laws, orders, regulations, or health and safety guidelines including, without limitation, those issued by the Centers for Disease Control and Prevention ("CDC"), Governor, and/or State or County Public Health. SETA Head Start/Early Head Start program shall apply new and updated policies and requirements and train SETA staff to ensure proper implementation. Such policies and procedures will be flexible to scale up or down dependent on current conditions and recommendations.

Furthermore, SETA Head Start/Early Head Start program will comply with local county orders as it pertains to physical distancing protocols and face covering requirements, as such Order may be amended, updated, or superseded from time to time. The Order may be found as of the date hereof on the County website at <http://COVID19.saccounty.net> and, as indicated on the County website.

Rationale: In accordance with Children and Families Administration final rule of 01/06/2023 Supplementary Policy ACF-PI-HS-23-01 and Office of Head Start Performance Standard 1302.47(b)(9), childcare centers are to provide an evidence-based COVID-19 mitigation policy developed in consultation with the Health Services Advisory Committee (HSAC) that can be scaled up or down to prioritize the health and safety of children served by Head Start program, their families, and the program's staff. SETA Head Start/Early Head Start program will follow policies and other regulations and guidance as they relate to mitigating COVID-19 or other related or similar pandemic or infectious diseases.

Procedure

SETA Head Start/Early Head Start program will take a variety of actions to prevent and mitigate the spread of Coronavirus Disease 2019 (COVID-19) or other related or similar pandemic or infectious diseases. This includes maintaining frequent communication with local departments of public health, families, staff, delegates and providers about implemented policies and practices to keep everyone safe.

The following set of risk reduction strategies for everyday operations will be in place at all COVID-19 community levels, including low levels. Strategies are subject to change as needed and recommended by local, state and federal laws, orders, regulations, or health and safety guidelines. Change may be needed, especially when our community is experiencing a high level of disease burden or when serving high-risk populations. These risk reduction strategies drive current program policy.

The Health Services Advisory Committee (HSAC) will monitor these strategies as needed. HSAC will evaluate the effectiveness and make modifications to the Risk Reduction Strategies based on current public health data and best practices, and the continually evolving landscape of COVID-19 conditions.

As a result, if there are changes to program policy, all SETA staff will be notified and training or refreshers will be provided as needed. SETA Head Start/Early Head Start program will have detailed records of policy changes, distribution, and training.

SETA Head Start/Early Head Start program will monitor compliance for its program and delegate agencies and partners who are sub-recipients of the Head Start and Early Head Start grant. The monitoring reports will provide information regarding their performance, including areas of compliance, non-compliance, and deficiencies.

Risk Reduction Strategies:

Testing for COVID-19: Testing helps detect and stop the transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Share information about COVID-19 testing resources to all.
- Provide weekly testing for those staff granted an exemption to the vaccination requirements and require the same from unvaccinated volunteers, partners, contractors, and consultants.
- Use antigen tests. This is consistent with local, state and federal recommendations.
- Highly encourage and provide resources for testing to children and staff prior to returning after major holiday breaks. This includes but is not limited to volunteers, student interns, contractors, and consultants.
- Conduct internal monitoring for testing of those staff granted an exemption to the vaccination requirements.

Remaining Current and Up-to-Date on Vaccines: Vaccination of adults and children over age 6 months helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide information about COVID-19 vaccines and boosters.
- Collaborate with local agencies to provide information and increase access to COVID-19 vaccines and boosters, as well as other childhood and adult immunizations.
- Document confirmation of COVID-19 vaccinations in the same way other immunizations are documented and maintained in the child's file.
- Require partners and outside entities who are working on-site in a SETA Head Start/Early Head Start program daycare center, to complete the Partner COVID-19 tracking form to provide the status of their vaccination and ensure they meet compliance with federal mandates.

Optimizing Indoor Air Quality: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide effective ventilation and filtration by following childcare requirements set forth in Child Care Licensing's (CCL) licensing laws.
- Provide training on universal health precautions.
- Provide safe and healthful accommodations.
- Ensure clean, safe, and sanitary buildings and grounds.
- Conduct internal monitoring for safe environments.
- Allow for fresh air into center. This can be done with the use of fans or open windows.
- Require outdoor play daily unless conditions do not allow.
- Follow best approaches with local health officials. Consider strategies that do not solely rely on outdoor air sources like the examples below:
 - Air filtration (like portable air cleaners);
 - Higher quality facemasks (e.g., N95, KN95, or KF94 respirators) for adults and children; and
 - Alternative indoor spaces with better air quality.

Using Facemasks: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide masks to children and staff who prefer to wear a facemask following the exemption guidance outlined in the CDC Guidance for the Use of Face Masks. Situations to **never** use masks:
 1. On children under 2 years.
 2. On children while they are sleeping.
 3. On children while they are eating.
- Follow local health department guidance for the use of facemasks as well as masking guidance for specific situations (e.g., when having symptoms, being infected, or exposed).
- Not prevent any person from wearing a mask as a condition of participation in an activity or entry into a child care center, unless wearing a mask would pose a safety hazard (e.g., during water play).
- Ensure that face masks do not cause children to overheat in hot weather.

Maintaining Clean Hands, and Respiratory Hygiene: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Promote hand hygiene to all.
- Train and monitor staff to follow universal health precautions and preventive health practices.
- Teach, monitor, and reinforce proper handwashing to lower the risk of spreading viruses, including the virus that causes COVID-19.
- Provide hand sanitizers, with at least 60 percent alcohol, for adults and children over 24 months when handwashing is not available.
- Ensure adequate supplies are available to support hand hygiene behaviors (soap, paper products, no-touch trash cans, and hand sanitizers).
- Teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

Maintaining Stable Groups: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Maintain consistency by keeping the same groups of staff and children each day in each classroom, as much as possible.

Food Service and Meal Time in The Classroom: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow proper handwashing, gloving, cleaning, and disinfection practices before and after eating and when preparing food.
- Train and monitor staff to follow proper food safety and handwashing practices when handling and preparing food.
- Follow correct dishwashing practices using the appropriate hot water setting. If handling dishes from a person who is sick, staff should wear gloves and are strongly encouraged to wear a mask.
- Follow local, state and federal guidance.

Toothbrushing in The Classroom: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow proper toothbrushing, handwashing, cleaning, and disinfection practices before and after toothbrushing per local, state and federal guidance.
- Train and monitor staff to follow proper toothbrushing, handwashing, cleaning, and disinfection practices before and after toothbrushing.

Cleaning Facilities and Disinfection: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow recommended procedures and universal health precautions for cleaning, sanitizing, and disinfection for specific activities such as diapering, feeding, and exposure to bodily fluids.
- Train and monitor staff to follow the infection control practices and requirements for cleaning and disinfection, housekeeping and sanitation principles, and universal health precautions.
- Ensure buildings and grounds are clean, safe, and sanitary; and safeguard the personal rights of children to have safe and healthful accommodations.
- Complete annual California Department of Pesticide Regulation-approved training.
- Follow the directions on the labels of cleaning products to ensure safe and effective use of the products.
- Follow correct laundry practices using the appropriate hot water setting. If handling dirty laundry from a person who is sick, staff should wear gloves and are strongly encouraged to wear a mask.

Management of COVID-19 Symptoms and Cases and Other Infectious Diseases:

To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will continue to mitigate cases on an individual basis of those persons with symptoms, positive tests or exposures to COVID-19 or other infectious diseases that are reported to the Human Resources COVID-19 response line. Mitigation is in response to current local, state, and federal guidance. SETA Head Start/Early Head Start program will:

- Require that individuals with symptoms stay home when sick and get tested.
- Exclude or isolate any child or staff showing symptoms of a contagious disease, and follow SETA Head Start/Early Head Start program policy.

- Notify local health authorities, CCL, and other contacts when an individual in the child care center tests positive for COVID-19 or other infectious disease, and if there are outbreaks, in accordance with current reporting requirements.
- Require enrolled families to notify childcare center if their child has COVID-19 and was in care during their infectious period.
- Continue to conduct daily health checks at drop-off and as needed following current SETA Head Start/Early Head Start program policy.
- Require staff, volunteers, partners, contractors, consultants, student interns and guests to notify childcare center if they tested positive, have symptoms or were exposed to COVID-19 or other infectious diseases.

ITEM III-B-1-ACTION
APPROVAL OF AN APPOINTMENT
TO THE SACRAMENTO WORKS BOARD

BACKGROUND:

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

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

Due to the departure of Ms. Staci Anderson, Pro Youth and Families, there is a vacancy for a CBO/Youth services representative. Mr. Victor McGee, Center Director with the Sacramento Job Corps Center (SJCC), has submitted an application to replace the seat vacated by Ms. Anderson. His application is being sent under separate cover. The SJCC is a required partner in the Job Center system and past representatives have served on the Sacramento Works Board.

RECOMMENDATION:

Review the application and appoint Mr. McGee to be the CBO/Youth services representative on the Sacramento Works Board.

PRESENTER: Roy Kim

ITEM III-B-2-ACTION

APPROVAL OF THE CAPITAL REGION'S WORKFORCE DEVELOPMENT PLAN AND THE SACRAMENTO AREA'S WORKFORCE DEVELOPMENT PLAN FOR PROGRAM YEARS 2021-2024, 2-YEAR UPDATE, 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 requires local workforce areas and regional planning units (RPUs) to submit comprehensive regional and local workforce development plans to State workforce boards. 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 initial regional and local plans for Program Years (PY) 2017-2021 were approved by the California Workforce Development Board (CWDB) in August 2017. Regional and local plan biennial updates were approved by the CWDB in April 2019 and July 2019, respectively.

In January 2021, the CWDB issued policy guidance regarding new regional and local plans for PY 2021-2024. The policy guidance applies to Local Workforce Development Boards (LWDBs) and RPUs and ensures that plans remain current and account for changes in labor Appmarket and economic conditions, or other factors affecting the implementation of the plans. The policy guidance recognized the effects of the COVID-19 pandemic, the ensuing economic uncertainty and unprecedented volatility in the labor market, and the need to make changes or adjustments to goals, strategies and objectives as more information becomes available.

In October 27, 2022, the CWDB issued policy guidance regarding the two-year modifications of PY 2021-2024 regional and local plans. As with the original plans, the policy guidance applies to LWDBs and RPUs and ensures that plan updates remain current and account for changes in labor market and economic conditions, or other factors affecting the implementation of the plan updates. The policy guidance also indicates that the CWDB recognizes that plan modifications will be developed while the state's economy and the labor market continue to recover from the pandemic. Therefore, the CWDB understands that the goals, strategies, and objectives reflected in

the plan updates may require change or adjustment in the future to reflect the changing economy and labor market.

The state's Unified Plan serves as the overarching policy document that provides a conceptual outline for LWDBs and their partners as they develop regional and local plans. The State Plan policy objectives drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

The Capital Region's LWDBs facilitated two joint planning/public input meetings to solicit input from local workforce development stakeholders (education, labor, business, economic development and community-based organizations) on the development of the regional and local plans. The meetings were facilitated via Zoom. The overarching input indicated a need for increased and ongoing communication among service partners and improved alignment of services to meet the needs of all customers. Recurring issues expressed by attendees included transportation, the need for more wrap-around supports, mitigating lengthy/cumbersome processes and paperwork to access services, and increasing access to job readiness and career pathway programs for vulnerable populations.

Drafts of the regional plan and the local plan updates, including the attachments, can be found online at www.seta.net under the Public Notices & RFPs tab. The documents have been prepared in compliance with the state's policy guidance. The draft regional and local plan updates were posted on the SETA website on January 13, 2023, and links to both made available to all of the required stakeholders, as well as to over 400 partners, stakeholders and other interested parties for comment via email. Special care was taken to ensure that organizations representing historically disadvantaged populations, such as the Sacramento County Department of Human Assistance, the California Human Development, California Department of Rehabilitation, Crossroads Diversified Services, Inc., the local American Association of Retired Persons, Vietnam Veterans of California, the California Indian Manpower Consortium, Alta Regional, NorCal Center on Deafness, to name a few, received notifications. SETA and the other Capital Region Boards received no additional public comment prior to the February 13, 2023 deadline.

Unsigned drafts of the regional and local plan updates will be submitted to the State by the March 31, 2023 deadline. Signed drafts will be submitted to the State once approved by the SETA Governing Board at its regularly scheduled meeting on April 6, 2023. Once submitted, the State will work with the SETA and the RPU to address plan deficiencies, if any. 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.

RECOMMENDATION

Approve the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan two-year updates for Program Years 2021-2024, and authorize SETA's Executive Director to make revisions required by the State.

PRESENTER: Michelle O'Camb/Renee John

ITEM III-B-3-ACTION

APPROVAL OF THE PRIVATE SECTOR LISTS AND THE APPOINTMENT OF PRIVATE SECTOR ORGANIZATIONS TO SELECT REPRESENTATIVES AND ALTERNATES TO SERVE ON SETA'S COMMUNITY ACTION BOARD

BACKGROUND:

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

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

The bylaws governing the operation of the SETA Community Action Board (CAB) describe the process by which Private sector members of this tripartite board shall be selected, as follows:

Private Sector

“The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organization 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 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 Bylaws (revised 1/3/2019)

To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

In addition, staff is recommending the following appointments to the CAB:

Private Sector

Child Action, Inc. – incumbent member

Community Resource Project – incumbent member

Valley Vision – incumbent member

Life Skills Training and Educational Program – New Member

RECOMMENDATION:

Approve the Private Sector list and the appointment of Private Sector organizations to select representatives and alternates to serve on the Community Action Board.

PRESENTER: Julie Davis-Jaffe

ITEM III-B-4-ACTION

NON-COMPETITIVE PROCUREMENT FUNDING AND APPROVAL OF FUNDING AUGMENTATION RECOMMENDATIONS FOR REFUGEE SUPPORT SERVICES (RSS) PROGRAM PROVIDERS, PROGRAM YEAR 2022-2023

BACKGROUND

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

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

In September 2022, the Board approved funding extensions for SETA's RSS program providers for the new year, beginning October 1, 2022. Although the approved RSS funding extensions considered high service numbers due to Afghan evacuees under Operation Allies Welcome (OAW) resettling in Sacramento through secondary migration, and Ukrainian Humanitarian Parolees (HPs) and non-Ukrainian HPs resettling in Sacramento resulting from displacement from the Ukraine and entry into the U.S., staff recognized that funded programs could reach high or full-enrollment levels early in the year due to atypical flows in arrivals, and have monitored the enrollment numbers of providers very closely on a monthly basis.

Through January 30, 2023, eight of the RSS providers were at or above 55 percent of their end of year enrollment goals under the following program activities:

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

As a result, staff is recommending the following funding augmentations in the total amount of \$630,360 for the eight RSS providers to expand their enrollment capacity by an additional 210 clients, as well as to mitigate any lapse in service to newly arriving refugees:

VESL/ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Asian Resources	\$600,000	200	\$30,000	10	210	\$630,000
Bach Viet	1,050,000	350	\$90,000	30	380	\$1,140,000
IRC	\$690,000	230	\$30,000	10	240	\$720,000
Lao Family	\$840,000	280	\$90,000	30	310	\$930,000

ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$482,000	241	\$80,000	40	281	\$562,000
FCCP	\$123,840	64	\$38,700	20	84	\$162,540
Lao Family	\$340,000	170	\$40,000	20	190	\$380,000

VESL/OJT						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Bach Viet	\$600,000	75	\$80,000	10	85	\$680,000
FCCP	\$278,320	35	\$39,760	5	40	\$318,080

ELL Workforce Navigator						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Elk Grove Adult	\$334,950	105	\$31,900	10	115	\$366,850
Folsom Cordova Adult	\$112,000	35	\$16,000	5	40	\$128,000
IRC	\$182,400	57	\$32,000	10	67	\$214,400
Sac City USD	\$208,000	65	\$32,000	10	75	\$240,000

Finally, these funding augmentation recommendations include provider funding levels that exceed the amounts of funding requested in their proposals submitted during the RFP process. This is due to procuring RSS and RSS Set-aside services based on lower, anticipated refugee arrivals in program year 2020-21, and the accompanying lower levels of funding. On August 22, 2022, the California Department of Social Services (DSS) issued the attached letter that determined that the evacuation and resettlement of Afghan, Ukrainian and non-Ukrainian Humanitarian Parolees presents a humanitarian crisis and authorized implementation of streamlined administrative and programmatic processes to expedite use of RSS funds, including necessary emergency actions, such as augmenting existing RSS program providers to facilitate seamless, uninterrupted services. Based on the DSS letter, and consistent with the Federal Refugee

Resettlement Program Regulations, OMB Uniform Guidance 2 CFR 200.320, and SETA's procurement policies, which state that noncompetitive procurement is appropriate when a public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation, SETA's Executive Director has determined that emergency procurement for the augmentations is authorized and appropriate. Based on the DSS and Executive Director's emergency determinations, staff seek Board approval to find that noncompetitive procurement for this RSS funding augmentation is appropriate due to the existing emergency. If approved, a copy of this finding and the Board Item shall be retained with the procurement documentation for all contracts augmented under this agenda item.

RECOMMENDATION

Find that noncompetitive procurement for the augmentations is appropriate due to the existing emergency set forth in the DSS letter, and approve the RSS funding augmentation recommendations for the eight RSS program providers for PY 2022-23, as indicated above.

PRESENTER: Michelle O'Camb

ITEM III-B-5-ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATION FOR THE SERVICES TO OLDER AFGHANS PROGRAM UNDER THE REFUGEE SUPPORT SERVICES (RSS) SET-ASIDE GRANT

BACKGROUND

On January 27, 2023, SETA released a Request for Proposals (RFP) in the amount of \$250,000 to solicit and secure one organization for the Services to Older Afghans Program under the Refugee Support Services (RSS) Set-aside grant to serve a minimum of 120 Afghans 60 and over arriving in the U.S. between July 31, 2021 and September 30, 2023. The purpose of the funding is to provide services that support the integration, health and wellness of older Afghans, and for the awardee to meet the following three objectives:

- Create opportunities that enable older Afghans to live independently as long as possible
- Promote the physical and mental health and wellness of older Afghans
- Promote the long-term financial stability of older Afghans to prolong healthy, independent living

On Friday, February 24, 2023, SETA received three proposals in response to the RFP. The proposals were reviewed and scored by a team comprised of eleven staff from SETA's Workforce Development and Fiscal Departments based on the criteria outlined in the RFP.

Concluding the evaluation, staff ranked the proposals in the following order based on overall scores:

Rank	Score	Organization
1	89.2	Muslim American Society Social Services Foundation (MAS-SSF)
2	88.9	Lao Family Community Development, Inc.
3	83.8	Solvera Consulting

As a result of the rankings, SETA staff is recommending MAS-SSF for the one-time funding of \$250,000 in RSS Set-aside to serve a minimum of 120 Afghans 60 and over. Services must be completed by September 30, 2024.

RECOMMENDATION

Approve staff recommendation to fund MAS-SSF for the Services to Older Afghans program under the Refugee Support Services (RSS) Set-aside grant in the amount of \$250,000 to serve a minimum of 120 Afghans 60 years of age and older.

PRESENTER: Michelle O'Camb

ITEM IV-A-INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Rejie Baloyos DATE: February 17, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$220,856	7/1/2022-6/30/2023	7/1/2022-12/31/2022
WIOA	DW	\$55,214	7/1/2022-6/30/2023	7/1/2022-12/31/2022
WIOA	OSY	\$148,019	7/1/2022-6/30/2023	7/1/2022-12/31/2022

Monitoring Purpose: Initial Follow-up Special Final

Date of review: January 31, 2023

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA programs from July 1, 2022 to December 31, 2022. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Thomas Stuebner DATE: February 17, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of California Human Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$181,345	7/1/22-6/30/23	7/1/2022-12/31/2022
WIOA	Dislocated Worker	\$45,336	7/1/22-6/30/23	7/1/2022-12/31/2022
WIOA	Out-of-School Youth	\$132,000	7/1/22-6/30/23	7/1/2022-12/31/2022

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

Date of review: 2/3/23, 2/8, 2/17

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

Program Operator: California Human Development

Findings and General Observations:

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out of School Youth programs from July 1, 2022 to December 31, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Stephen Norris DATE: March 9, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of JUMA Ventures, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$106,758	7/1/2022-6/30/2023	7/1/2022-12/31/2022

Monitoring Purpose: Initial X Follow-up Special Final

Date of review: February 2022

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

Program Operator: JUMA Ventures, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2022 to December 31, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

Program Operator: Pivot Sacramento

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Rose Ramos **DATE:** March 21, 2023

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult/BI	\$ 200,800	7/1/22 - 6/30/23	7/1/22 – 1/31/23
WIOA	DW/BI	\$ 50,200	7/1/22 - 6/30/23	7/1/22 – 1/31/23
WIOA	OSY	\$ 172,588	7/1/22 - 6/30/23	7/1/22 – 1/31/23
RSS	ELL	\$ 240,000	10/1/21 – 9/30/22	2/1/22 – 9/30/22
RSS	COVID	\$ 4,770	10/1/21 – 9/30/22	2/1/22 – 9/30/22
RSS	ADD’L SUPPORT	\$ 25,800	12/2/21 – 9/30/22	2/1/22 – 9/30/22

Monitoring Purpose: Initial X Follow-up Special Final X

Date of review: 1/19/23

Follow up: 1/23, 1/26, 2/3, 2/9, 2/16, 2/24

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA for the WIOA and RSS grants have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order with the exception below:

- SCUSD was unable to provide proper documentation for expenses claimed on the ELL and RSS Additional Support grants. Multiple attempts were made to secure proper documentation with no written response from the assigned budget services staff at SCUSD.
- SCUSD records show total expenditures of \$140,701.08 for ELL and \$1,437.42 for Additional Support, however total expenses claimed in monthly invoicing was \$148,150.25 for ELL and \$16,360 for RSS Additional Support. This means SCUSD was over-reimbursed on the ELL and Additional Support grants. Therefore, the total due to SETA equals \$7,449.17 for ELL and \$14,922.58 for RSS Additional Support.

Recommendations for Corrective Action:

- SCUSD will refund SETA \$7,449.17 and \$14,922.58 for the ELL and RSS Additional Support grants respectively, totaling \$22,371.75 or provide supporting documentation demonstrating the amounts claimed to SETA for reimbursement.
- SCUSD will also provide SETA with a corrective action letter detailing internal controls that will be implemented to prevent future discrepancies between invoiced costs and actual expenses incurred.

cc: Jennifer Hernandez
Governing Board

Program Operator: Yolo County HHSA

Findings and General Observations:

- 1) The total costs as reported to SETA 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:

None

cc: Jennifer Hernandez
Governing Board

ITEM IV-B-INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of March 24, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Acara Solutions, Inc.	1	Assembler	1
Age in Place Sacramento	6	Life Enhancement Caregivers	5
Atelier Staffing LLC	9	Room Attendant	10
Bagatelos Glass Systems, Inc.	3	Journeyman Glazier	1
	3	Shop Production Worker	1
Blue White Robotics US Inc.	7	Robotic Field Technician	1
Brooke Meadow Community	9	Maintenance and Repair Worker	1
California Department of Social Services	9	Licensing Program Analyst	5
	7	Information Technology Specialist II	1
	9	Research Data Supervisor I	1
Carlton Senior Living, LLC	6	Licensed Vocational Nurse	3
ChildCare Careers	9	Teacher Aide/Assistant	20
City of Elk Grove	9	Administrative Analyst I	1
	9	Administrative Assistant	1
	9	Animal Services Officer	1
	3	Assistant Engineer/Associate Engineer	3
	9	Associate Civil Engineer	1
	9	Code Enforcement Officer I	1
	9	Community Center Attendant	1
	9	Engineering Technician I	1
	9	Finance and Budget Analyst I	1
	9	Human Resource Specialist	1
	9	Maintenance Technician I/II	3
	9	Management Analyst	1
	9	Police Officer	1
	9	Police Recruit	1
	9	Public Works Division Manager-Engineering Traffic Engineering Manager	1
9	Real Time Information Center Specialist	1	
9	Senior Administrative Assistant	1	

SETA- Employer Activity Report

The following is an update of information as of March 24, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Elk Grove	9	Senior Code Enforcement Officer	1
	9	Senior Human Resources Specialist	1
	9	Senior Maintenance Technician	1
	9	Senior Payroll Technician	1
	9	Traffic Control and Street Lighting Supervisor	1
	9	Senior Deputy City Clerk	1
City of Sacramento	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Accounting Technician -Fiscal Operations	1
	9	Accounting Technician -Parking	1
	9	Administrative Analyst	6
	9	Administrative Assistant	3
	9	Administrative Officer	1
	9	Administrative Technician	3
	9	Animal Care Technician	1
	9	Animal Control Officer I	2
	4	Applications Developer	1
	9	Aquatics Specialist	1
	9	Arts Program Coordinator	1
	3	Assistant Architect	1
	9	Assistant Civil Engineer	1
	9	Assistant Director	1
	3	Assistant Electrical Engineer	1
	9	Assistant Pool Manager	1
	9	Associate Civil Engineer	3
	9	Associate Curator of Art	1
	9	Building Inspector I	1
	9	Building Maintenance Worker	1
	9	Cashier	1
	9	Cashier - Aquatics	1
	9	Chief Building Official	1

SETA- Employer Activity Report

The following is an update of information as of March 24, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	City Housing Manager	1
	3	Code Enforcement Officer	1
	9	Community Center Attendant I	1
	9	Community Service Officer I	1
	9	Community Service Representative I	1
	3	Construction Inspector I	1
	3	Construction Inspector II	1
	3	Construction Inspector III	1
	9	Council Representative	3
	9	Cultural and Creative Economy Manager	1
	9	Curator of Education	1
	9	Customer Service Representative	3
	9	Customer Service Supervisor -Revenue Services	1
	9	Deputy City Attorney I	2
	9	Deputy City Clerk	1
	9	Deputy City Clerk-Administrative Support	1
	9	Deputy Fire Chief	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	7	Dispatcher I- Recruit	2
	7	Dispatcher II	2
	3	Electrician	1
	9	Electronic Maintenance Technician	1
	9	Electronic Maintenance Technician II	1
	9	Equipment Mechanic III	1
	9	Equipment Service Worker	1
	9	Events Coordinator -Events Associate Schedule Coordinator	1
	9	Events Duty Person	1
	9	Evidence and Property Technician	1
	9	Executive Assistant	1
	9	Forensic Investigator I	1

SETA- Employer Activity Report

The following is an update of information as of March 24, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor (eGov)	1
	3	Junior Engineer	1
	9	Junior Planner	1
	9	Junior Plant Operator	1
	9	Labor Relations Administrative and EEO Investigator	1
	9	Labor Relations Officer	1
	9	Legal Secretary	1
	9	Lifeguard	1
	9	Machinist Helper	1
	9	Meter Reader	1
	9	Neighborhood Resources Coordinator I	1
	9	Neighborhood Resources Coordinator II	1
	9	Office Specialist	1
	9	Operations General Supervisor	1
	9	Park Maintenance Worker	1
	9	Park Maintenance Worker II	1
	9	Parking Enforcement Supervisor	1
	9	Parking Facilities Maintenance Supervisor	1
	9	Plant Operator	1
	9	Plant Operator-Water Division	1
	9	Police Officer	2
	9	Police Officer -Lateral	1
	9	Police Officer-Recruit	2
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Pool Manager	1
	9	Program Coordinator	1
	9	Program Specialist	2
	9	Program Specialist-Contracts	1
9	Program Specialist-Fiscal & Management Services	1	

SETA- Employer Activity Report

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Program Specialist-Sustainability	1
	9	Program Specialist -Security, Emergency Preparedness & Safety	1
	9	Program Supervisor	1
	9	Real Property Agent II	1
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Registered Veterinary Technician	1
	9	Senior Accounting Technician	2
	9	Senior Accounting Technician -Parking Division	1
	4	Senior Applications Developer	1
	9	Senior Code Enforcement Officer	1
	9	Senior Engineer	1
	9	Senior Fiscal Policy Analyst	1
	9	Senior Lifeguard	1
	9	Senior Office Specialist	1
	9	Senior Personnel Transactions Coordinator	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	2
	7	Senior Systems Engineer	1
	7	Senior Telecommunications Technician	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Supervising Engineer	1
	9	Supervising Forensic Investigator	1
	9	Ticket Seller	1
	9	Traffic Control and Lighting Technician I	1
	9	Traffic Control and Lighting Technician II	1
	9	Utilities Operations and Maintenance Lead worker	2
	9	Utilities Operations and Maintenance Service Worker	2
	9	Utility Worker - DOU Summer Students	1
9	Utility Worker - Park Ops	1	

SETA- Employer Activity Report

The following is an update of information as of March 24, 2023

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City of Sacramento	9	Vehicle Service Attendant	1
	9	Veterinarian	1
	9	Youth Aide	1
DaSaMi Inc	9	Tow Truck Operator	1
Department of Managed Healthcare	9	Associate Governmental Program Analyst	1
	9	Attorney	1
	9	Staff Services Analyst	1
	9	Staff Services Managerial	1
Department of Water Resources	9	Seasonal Clerk JC# 356628	1
Easter Seals Society of Superior California	9	Credential Specialist	1
	9	Direct Support Professional	10
	9	Employment Specialist	2
	9	Job Coach Vocational Crew Lead	2
	9	Occupational Therapist	2
	6	Physical Therapist	2
	9	Program Support Trainer	1
	6	Speech and Language Pathologist	1
Elevator Controls Corporation	9	Continuous Improvement Specialist	1
	7	Embedded Software Engineer	1
	9	Printed Circuit Board Test and Repair Technician	1
	9	Shipping and Receiving Clerk	3
	9	Test Technician	3
	9	Wire Assembler	4
	9	Wire Puller	1
Eskaton Properties, Inc	4	Licensed Vocational Nurse	20
Health and Life Organization, Inc.(HALO)	9	Credential Specialist	1
HealthQuest, Inc.	9	Assistant Store Manager	1
	9	Sales Associate	1
Kaiser Permanente	6	Environmental Specialist	4
	6	Lab Technician	4

SETA- Employer Activity Report

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Leadpoint Business Services	9	Recycling Sorter	15
Los Rios Community College District	4	Account Clerk II	1
	4	Account Clerk I	1
	4	Account Clerk III	1
	4	Accountant	1
	4	Administrative Assistant I	2
	4	Administrative Assistant II	1
	4	Administrative Assistant III	2
	4	Administrative Services Analyst	1
	4	Admissions/Records Evaluator I	1
	4	Admissions/Records Evaluator II - Veterans Affairs	1
	4	Articulation Officer/ Counselor	2
	4	Assistant Financial Aid Officer	1
	4	Associate Dean of Student Success and Equity	1
	4	Associate Vice President of Instruction	1
	4	Associate Vice President of Student Resources and Financial Aid	1
	4	Associate Vice President, Guided Pathways Implementation	1
	4	Athletic Trainer	2
	4	Black Student Success Counselor	1
	4	Building Automation and Systems Integration Analyst	1
	4	Business Services Supervisor	1
	4	Campus Patrol	1
	4	Chemistry Adjunct Assistant Professor Pool	1
	4	Clerk III	2
	4	College Nurse Clinician	1
	4	College Safety Officer	1
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	1
	4	Counseling Clerk II	1
4	Custodial Supervisor	1	
4	Custodian	6	

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Los Rios Community College District	4	Dean of Business and Computer Science	1
	4	Dean of Health & Education	1
	4	Dean of Health and Human Services/Agriculture, Food and Natural Resources	1
	4	Dean of Health and Wellness Services	1
	4	Dean of Institutional Effectiveness and Innovation	1
	4	Dean of McClellan/Sacramento Regional Public Safety Training Center	1
	4	Dean of Natural Sciences	1
	4	Dean of Student Services and Enrollment	1
	4	Dean of Student Wellness and Support Services	1
	4	Dental Assisting Assistant Professor	1
	4	Developing Hispanic-Serving Institutions Grant Project Director (VII)	1
	4	Digital Communications and Web Specialist - Web and Media Design	1
	4	Director (VII) of Employer Partnership for Automation	1
	4	District Financial Aid Specialist	1
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Employee Benefits Specialist	1
	4	Ethnic Studies Adjunct Assistant Professor Pool	1
	4	Facilities Maintenance-Heating/Ventilation/Air Conditioning/Plumbing Supervisor	1
	4	Facilities Planning and Engineering Specialist	1
	4	Financial Aid Clerk II	1
	4	Fire Technology Assistant Professor/Coordinator	1
	4	Funeral Service Education Assistant Professor	1
	4	Geography Adjunct Assistant Professor Pool	1
	4	Head Grounds Maintenance Technician	1
	4	Health Services Assistant	1
	4	Information Technology Business/Technical Analyst I	1
	4	Information Technology Business/Technical Analyst I- Customer Relationship Management	1
	4	Information Technology Business/Technical Analyst II	1
	4	Information technology Business/Technical Analyst II- Customer Relationship Management	2

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Los Rios Community College District	4	Information Technology Systems/Database Administrator Analyst I	1
	4	Instructional Assistant - Accounting	1
	4	Instructional Assistant - Costuming and Makeup	2
	4	Instructional Assistant - Early Childhood Education	1
	4	Instructional Assistant - Health Occupations	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Assistant-Theatre Music	1
	4	Instructional Services Assistant II	1
	4	Instructional Services Assistant II	2
	4	IT Systems/Database Administrator Analyst II	1
	4	Kinesiology, Health, and Athletics Professor and Athletic Coordinator	1
	4	Laboratory Technician - Builder/Maker	1
	4	Laboratory Technician - Science	1
	4	Laboratory Technician - Science-Chemistry	1
	4	Laboratory Technician - Science-Physics	1
	4	Lead Instructional Services Assistant	1
	4	Lead Laboratory Technician - Mechanics	1
	4	Lead Maintenance Painter	1
	4	Library Technician	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Roofer/Carpenter	1
	4	Music Adjunct Assistant Professor Pool	1
	4	Nursing Assistant Professor	4
	4	Occupational Therapy Adjunct Assistant Professor Pool	1
	4	Occupational Therapy Assistant Professor	1
	4	Outreach Specialist	3
	4	Outreach Specialist-Upward Bound TRIO	1
	4	Payroll Specialist	1
	4	Payroll Technician	2
	4	PEACE (Peer Engagement for Achievement, Culture, Connection and Excellence) Adjunct Counselor	1

SETA- Employer Activity Report

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Los Rios Community College District	4	Physical Therapy Adjunct Assistant Professor Pool	1
	4	Physics/Astronomy Assistant Professor	1
	4	Police Captain	1
	4	Police Communication Dispatcher	1
	4	Police Detective	1
	4	Police Officer	1
	4	President of American River College	1
	4	President of Folsom Lake College	1
	4	President of Sacramento City College	1
	4	Programmer I	1
	4	Railroad Operations Adjunct Assistant Professor	1
	4	Regional Director (VII) of Philanthropy	1
	4	Registered Nurse Clinical Adjunct Assistant Professor Pool	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Senior IT Technician	1
	4	Senior IT Technician-Lab/Area Microcomputer Support	1
	4	Special Projects - Emergency Medical Technician Assistant	1
	4	Special Projects - Events Coordinator	1
	4	Special Projects - Piano Accompanist	1
	4	Staff Resources Center Assistant	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Disabled Student Programs and Services	1
	4	Student Personnel Assistant - Internship Developer	1
	4	Student Personnel Assistant - Outreach Services	1
	4	Student Personnel Assistant - Student Services	2
	4	Student Personnel Assistant - Student Services -Pride Center	1
	4	Student Personnel Assistant - Workforce and Economic Development	1

SETA- Employer Activity Report

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Los Rios Community College District	4	Student Support Specialist	18
	4	Student Support Supervisor	2
	4	Theater Technician	1
	4	Transfer Center Counselor/Transfer Center Coordinator	1
	4	Utility Worker	1
	4	Vice President of Administration	1
	4	Vice President of Administrative Services	1
McLaughlin Ranch, LLC	4	Women's Basketball Adjunct Faculty Head Coach	1
Montessori in the City	9	Infant/Toddler/Preschool Teacher	5
PrimeFlight Aviation Services	9	Overnight Aircraft Cleaner	3
Resource Staffing Group	9	Assistant Bank Branch Manager	1
	9	Bank Teller	5
Sacramento Children's Home	9	Family Facilitator Supervisor II	1
	6	Family Finding Permanency Specialist	1
	6	Family Specialist	1
	9	Lead Child Care Worker	1
	6	Lead Residential Counselor	1
	6	Residential Counselor	2
	4	Skills Trainer	1
	6	Therapeutic Behavioral Services Supervisor	1
	6	Therapist-Counseling Center and Wraparound	2
	6	Urgent Response Supervisor	2
Sacramento City Unified School District	4	Campus Monitor	1
	4	Custodian	1
	4	Food Service Assistant	29
	4	Instructional Aid	3
	4	Instructional Aid -Special Education	5
	4	School Plant Operations Manager I	3
	4	Substitute Campus Monitor	1
	4	Substitute Children Center Aide	1

SETA- Employer Activity Report

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Sacramento City Unified School District	4	Substitute Clerical	1
	4	Substitute Custodian	1
	4	Substitute Special Education Aide	1
	4	Youth & Family Mental Health Advocate	1
Sacramento County Office of Education	4	Para Educator SH	19
Sacramento Employment and Training Agency	9	Clerk of the Boards	1
	9	Family Services Worker - Ranges II and III	2
	9	Fiscal Department Chief	1
	9	Workforce Development Professional - Range III	1
Sacramento Regional Transit	9	Attorney II -Transactional and Advisory Emphasis	1
	9	Bus Operator	6
	9	Director, Community & Contract Bus Services	1
	9	Director, Light Rail Operations	1
	9	Director, Planning	1
	9	Grants Analyst/Senior Grants Analyst	1
	9	Lead Community Outreach Specialist	1
	9	Materials Management Supervisor	1
	9	Mechanic A	1
	9	Network Operations Engineer	1
	9	Operator-Elk Grove Service	1
	9	Paratransit Operator	6
	9	Paratransit Operator/Trainer	6
	9	Paratransit Service Worker	6
	9	Program Analyst	1
	9	Security Operations Center Specialist	1
	9	Senior Manager, Budget	1
	9	Senior Manager, Data Center & Network Operations	1
	9	Transit Ambassador	6
	Solarjuice Technology Inc.	1	Operator, Production - All Levels I-III
9		Recruiter	1
Southgate Recreation and Park District	9	Lifeguard	50

SETA- Employer Activity Report

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Southgate Recreation and Park District	9	Parks Maintenance	3
Tesla	1	Production Associates	200
	9	Bilingual Healthcare Customer Service Representative - Arabic-English	50
TTEC Government Solutions, LLC.	9	Bilingual Healthcare Customer Service Representative - Armenian-English	50
	9	Bilingual Healthcare Customer Service Representative - Cambodian-English	50
	9	Bilingual Healthcare Customer Service Representative - Cantonese-English	50
	9	Bilingual Healthcare Customer Service Representative - Farsi-English	50
	9	Bilingual Healthcare Customer Service Representative - Hmong-English	50
	9	Bilingual Healthcare Customer Service Representative - Korean-English	50
	9	Bilingual Healthcare Customer Service Representative- Laotian-English	50
	9	Bilingual Healthcare Customer Service Representative - Mandarin-English	50
	9	Bilingual Healthcare Customer Service Representative - Russian-English	50
	9	Bilingual Healthcare Customer Service Representative - Spanish-English	50
	9	Bilingual Healthcare Customer Service Representative - Vietnamese-English	50
	9	Bilingual Healthcare Customer Service Representative- Tagalog-English	50
	9	Healthcare Customer Service Representative	50
Trashlogic LLC	9	Waste Flow Technician	3
Van Dermyden Makus Law Corporation	9	HR Specialist	1
Total			1,678

ITEM-IV-C-INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2022/2023

The following is an update of information as of March 24, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Senate Rules Sacramento, CA	Government	6/5/2022	Permanent	80	Sacramento, CA	No	N
VoxPro 255 Parkshore Dr. Folsom, CA 95630	Data Management	7/7/2022	Permanent	180	Folsom, CA	Yes	N
Silgan Containers 6200 Franklin Blvd. Sacramento, CA 95824	Manufacturing	8/15/2022	Temporary	58	Sacramento, CA	No	N
JSL Transportation LLC 2315 Stockton Blvd. Sacramento, CA 95817	Transportation	8/31/2022	Permanent	18	Sacramento, CA	Yes	N
Shift Technologies, Inc. 175 Commerce Circle Sacramento, CA 95815	Retail	10/8/2022	Permanent	81	Sacramento, CA	Yes	N
Direct Deliveries Services Inc. 2400 McClellan Park Dr. McClellan Park, CA 95652	Delivery Service	11/8/2022	Permanent	49	Sacramento, CA	Yes	N
Summit Funding 3900 Lennane Dr. Ste. 210 Sacramento, CA 95834	Finance	11/23/2022	Permanent	72	Sacramento, CA	Yes	N
Reverse Mortgage Funding LLC. 2355 Gold Meadow Way, Ste.150 Gold River, CA 95670	Finance	11/29/2022	Permanent	44	Sacramento, CA	Yes	N
Acuity Brands Lighting, Inc. dba Sunoptics 6201 27th Street Sacramento, CA 95822	Manufacturing	12/9/2022	Permanent	98	Sacramento, CA	Yes	N
McClellan Park Exchange 5443 Dudley Blvd. McClellan Park, CA 95652	Retail	1/13/2023	Permanent	25	Sacramento, CA	Yes	N
Big Lots 8525 Auburn Blvd. Citrus Heights, CA 95610	Retail	1/18/2321	Permanent	21	Citrus Heights, CA	Yes	N

Dislocated Worker Information PY 2022/2023

The following is an update of information as of March 24, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Blue Shield of CA 3300 Zinfandel Dr. Rancho Cordova, CA 95670	Healthcare	1/25/2023	Permanent	24	Rancho Cordova, CA	Yes	N
Elliot's Fine Nutrition 641 E. Bidwell Folsom, CA95630	Retail	2/3/2023	Permanent	11	Folsom, CA	Yes	N
Doordash, Inc. 5201 Mission Street, 12th Floor San Francisco, CA 94103	Retail	3/1/2023	Permanent	3	San Francisco	Yes	N
Bed Bath & Beyond 3611 N. Freeway Sacramento, CA 95834	Retail	3/1/2023	Permanent	17	Sacramento, CA	Yes	N
Intel Corporation 1900 Prairie City Dr. Folsom, CA 95630	Electronics	3/15/2023	Permanent	343	Sacramento, CA	Yes	N
JCrew 1689 Arden Way Sacramento, CA 95815	Retail	3/26/2023	Permanent	12	Sacramento, CA	Yes	
Tuesday Morning 685 E. Bidwell Folsom, CA 95630	Retail	3/31/2023	Permanent	17	Folsom, CA	Yes	N
Tuesday Morning 7255 Greenback Ln Citrus Heights, CA 95621	Retail	3/31/2023	Permanent	13	Citrus Heights, CA	Yes	N
Triple Canopy 9500 Micron Avenue, Suite 136 Sacramento , CA 95827	Security	4/31/23	Permanent	226	Sacramento, CA	Yes	N
Anthem-Blue Cross 11030 White Rock Rd. Rancho Cordova, CA 95828	Healthcare	4/1/2023	Permanent	29	Rancho Cordova, CA	Yes	N
Cornerstone Building Brands 2377 Gold Meadow Way Gold River, CA 95670	Construction	4/17/2023	Permanent	128	Gold River, CA	Yes	N
Markstein Beverage Company 60 Main Avenue Sacramento , CA 95838	Beverage	4/22/2023	Permanent	439	Sacramento, CA	Yes	N

Dislocated Worker Information PY 2022/2023

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EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
CVS Pharmacy 1701 K Street Sacramento, CA 95814	Retail	4/25/2023	Permanent	23	Sacramento, CA	Yes	N
Special Industry Specialist 2911 Laguna Blvd. Elk Grove, CA 95758	Public Administration	4/28/2023	Permanent	47	Elk Grove, CA	Yes	N
Bed Bath & Beyond 2382 Iron Point Way Folsom, CA 95630	Retail	4/30/2023	Permanent	22	Folsom, CA	Yes	N
Bed Bath & Beyond 9145 W. Stockton Blvd Elk Grove, CA 95758	Retail	4/30/2023	Permanent	25	Elk Grove, CA	Yes	N
Greenheck Fan Corporation (Unison comfort Technologies) 3034 Peacekeeper Way McClellan, CA 95652	Manufacturing	5/31/2023	Permanent	25	McClellan, CA	Yes	N
TOTAL				2,130			

ITEM IV-D-INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Karen Griffith



Monthly Program Information

Report

March 2023

New OHS Director (NHSA Newsletter)



The new Office of Head Start Director has been announced. Khari Garvin is the director of the Office of Head Start at the Administration for Children and Families at the U.S. Department of Health and Human Services. Joining the Biden-Harris Administration in March 2023, Garvin served as the president and CEO of the United Way of Greater Greensboro in North Carolina, leading the mission to end generational poverty in the Greensboro metro area.

Garvin served as the executive director of the Head Start program for a large, multi-state grantee serving children and in rural communities across five states in the southern, southeastern, midwestern and Great Plains regions of the U.S. As the director of North Carolina's Head Start collaboration office, he convened 55 affiliate grantee organizations including public school systems, community action agencies, county governments and private non-profits that served over 28,000 children and families in all 100 counties.

SETA Governing Board

Garvin is a proud alumnus of the National Head Start Fellowships program, where he worked at the Office of Head Start. He previously served as a Head Start grantee program manager in Illinois. He was an assistant Head Start/Early Head Start program director at a North Carolina Head Start program. Garvin holds a degree in psychology from Emory University and a master's degree in education from Southern Illinois University.

Covid Mitigation Policy (OHS Program Instruction)

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, Mitigating the Spread of COVID-19 in Head Start Programs. This Final Rule removed the universal masking requirement for individuals 2 years and older. It did not address the vaccination requirement from the Interim Final Rule with Comment Period (IFC), so the Head Start Program Performance Standards (HSPPS) at 45 CFR §§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (45 CFR §1302.40(b)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC.

This Final Rule requires programs to have established an evidence-based COVID-19 mitigation policy in consultation with their HSAC by March 7, 2023.



Head Start in the President’s FY24 Budget (NHSA Newsletter)

The National Head Start Association (NHSA) recognizes the commitment of support and funding in this year’s budget proposal from the President’s desk. The proposal increases funding for Head Start programs by over 9% for a total of \$13.1 billion. Included in the proposed increase is funding dedicated to boost pay for Head Start teachers and staff.

“The Head Start workforce has faced decades of neglect and underfunding. Poverty-level wages—compounded by the complexity and emotional strain of this important work—has made recruiting and retaining qualified professionals incredibly difficult,” said NHSA Executive Director Yasmina Vinci. “We are deeply appreciative—and, frankly, relieved—to see how this budget proposal begins to embrace funding solutions to move toward stabilizing the Head Start workforce while focusing on long-term workforce sustainability.”



Current levels of Head Start funding are inadequate to pay competitive salaries commensurate with education and experience. The early learning workforce, including Head Start, ranks in the lowest 10% of professions for compensation, threatening the stability and ability of Head Start programs to properly serve a maximum number of children. “The leaders of our nation must address the systemic workforce challenges in order for Head Start to continue providing the high-quality services the families’ success depends upon,” Vinci continued. “The Head Start budget must sustain and support the workforce; provide flexibility to address local quality improvement priorities; and address the epidemic of childhood trauma. All this while restoring critical purchasing power and managing deferred maintenance issues and facility constraints. Only then can we, as a nation, prepare our children for success in school and life, empower working parents, and ensure that early learning provides better outcomes for all Americans.”

FY 2023 Head Start Funding Increase (OHS Program Instruction)

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC Partnership programs.

Each grant recipient will also be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Act.



Seta Head Start Food Service Operations Monthly Report *February, 2023

2/2/23 - Walnut Grove Class W closed due to no heat.
2/6/23 - Bright Beginnings closed due staffing.
2/14/23 - North Ave had a Field trip on site kitchen prepared 90 meals.
2/21/23 - Alder Grove EHS closed due to skunk fumes.

	Lunch	PM Snack	Breakfast	Field Trips
	33,950	29,142	30,074	1
Total Amount of Meals and Snacks Prepared				93,256
Purchases:				
Food	\$120,310.54			
Non - Food	\$24,439.66			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,746.11	
Vehicle Gas / Fuel:			\$2,405.18	
Normal Delivery Days			19	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2023

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	1696	174	10%	660	122	18%
Twin Rivers USD	160	42	26%	56	2	4 %
Elk Grove USD	480	102	21%			
Sac City USD	676	97	14%			
San Juan USD	1044	81	8%	164	9	5%
WCIC	120	6	5%			
COUNTY TOTAL	4176	502	12%	880	133	15%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2023**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	442	10 (94%)	92%
Sacramento City USD	676	670	0	99%
San Juan USD	1,044	746	240 (93%)	71%
SETA	1,696	1512	60 (92%)	89%
Twin Rivers USD	160	155	2 (98%)	97%
WCIC/Playmate	120	78	40 (98%)	65%
Total	4,176	3,603	352 (94%)	86%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	156	0	95%
SETA	660	604	0	92%
Twin Rivers USD	56	30	4(58%)	53%
Total	880	790	4(90%)	90%

- (a) Includes children who have dropped during the moth and whose slot will be filled within 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

Elk Grove USD

- EGUSD Head Start Program continues to face a staffing shortage. Currently there are 8 vacant positions within Special Education Teaching and Para Educator, in 8 classes across 6 sites.
- Sites within the zip code of 95823 and 95828 are experiencing lower enrollment due to limited staff.
- EGUSD PreK has 10 enrollment slots capped at the following sites due to limited staffing: Leimbach and McKee.

Sacramento City USD

- Under enrolled at four preschool sites due to drops for TK. Currently working on filling these sites back to 100% as we have pending enrollments that is scheduled to start in the second/third week of March.

San Juan USD

- Classroom(s) continue to be capped at across 8 sites due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 240 enrollment slots.
- Multiple meetings with HR and admin to finalize personnel assignments and re-open two classrooms.
- Experiencing a high volume of families on the waiting list that do not meet the Head Start income guidelines.
- Sites within the zip code of 95622, 95864, and 95610 are experiencing low enrollment inquiry.

SETA

- The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Florin Grammar; Northview - totaling 60 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker II & III; 1 Home Visitor; 27 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; 1 Site Supervisor; 2 Home Visitors combined for partners SCOE and River Oak.

Twin Rivers USD

- Classroom(s) capped at the following locations due to limited staffing in teacher and paraeducator positions: Oakdale; Rio Linda totaling 6 enrollment slots.
- Depleted waiting list for Early Head Start option within community zip codes 95838 and 95660.

WCIC/Playmate

- The following classroom(s) remain closed due to limited staffing in the following positions that support classroom ratio and enrollment: 2 Teachers, 2 Associated Teachers, and 1 Program Assistance: 1601W; 1601Y- totaling 40 enrollment slots.
- Waiting list exhausted in the community zip code 95817.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators and Office Assistants are making daily phone calls to follow up with families with missing information from the inquiry list and preparing families for 23-24 school year.
- EGUSD enrolment increased by 3% from last month after the implantation of handing out business card that list program options and QR code with quick access to applications to recruit families.

- Program Educators are contacting families waitlisted via email and provided next steps in the enrollment process for preparation of the upcoming school year.

Sacramento City USD

- SCUSD enrollment has increased steadily by 5% monthly toward full enrollment.
- Continuing to attend community events, use of past and present parents' referrals, collaborating with the Recruitment Task Force, going out into the community to connect with a variety of organizations. Meeting with staff from different units to discuss advertisement ideas.
- Having flyers created in multiple languages. There is an upcoming community recruitment event on Saturday, March 18, 2023.
- Communication with SCUSD Communications Department to develop and design a preschool flyer that focuses on our preschool programs and share what services are available to families.
- Onboarding of Child Development Specialist in January that is assisting with our Spanish speaking families.
- Following up with families who are on our sites waitlist to inform them of classroom openings that becomes available.

San Juan USD

- ERSEA presentation for families for February PC meeting.
- ERSEA presentation for FACE Family Power Hour for district community on ECE programs.
- ECE ERSEA Admin and team reviewing zipcode data to ensure centers are servicing communities with the most needy families.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Sacramento Works, CalJOBS, ZipRecruiter, Community Colleges, CSUS, PC/PAC. Employment offers were accepted during February for the following positions: 9 Associate Teachers; 1 Family Services Worker.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Sweet Potato Festival at Sam Pannell Community Center; Mardi Gras on the Boulevard; Network Café, which 22 interest forms were completed by families to inquire of Head Start services.

Twin Rivers USD

- Vacancies for staffing positions are posted on Edjoin and Team Tailor.
- Attended Kindergarten Round-Up event on February 11, 2023, in efforts to recruitment EHS families.
- Distributed posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.
- Scheduling appointments for re-enroll confirmation and new enrollments for 23-24 school year.

WCIC/Playmate

- SETA will coordinate list of families that completed on-line inquires within the 95817-zip code and forward to WCIC/Playmate to support recruitment efforts for upcoming 23-24 school year.

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'S 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.