



Sacramento
Employment and
Training
Agency

**SPECIAL 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

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

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

DATE: Thursday, April 27, 2023

TIME: 1:00 p.m.

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

ZOOM LOCATION:

<https://us02web.zoom.us/j/84060826681?pwd=M20rcWFUOW5EVERzN0RBdkNZdFdDdz09>

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,,84060826681# US (San Jose). Meeting ID: 840 6082 6681. Passcode: 365277. Find your local number: <https://us02web.zoom.us/j/84060826681?pwd=M20rcWFUOW5EVERzN0RBdkNZdFdDdz09>. 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

Page Number

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146
- III. **Consent Items**
 - A. Approval of Minutes of the April 6, 2023 Regular Board Meeting 1-9
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 - D. Approval to Accept the Storm Project Funding from the Employment Development Department, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source 13
- IV. **Action Items**
 - A. **GENERAL ADMINISTRATION/SETA**
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 2. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management (D'et Saurbourne) 17-19
 - B. **WORKFORCE DEVELOPMENT DEPARTMENT**
 1. Approval of Appointment to the Sacramento Works Board (Roy Kim) 20

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:
 2. Approval of the Draft 3-Year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-Aside Funded Services to Refugees, Program Years (PYs) 2023-2026, and Authorize the Executive Director to Make Revisions Required by the State (Michelle O'Camb) 21-22

3. Approval of the Release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-Aside Funded Programs, Program Year (PY) 2023-2026 (Michelle O’Camb) 23-24

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Annual Self-Assessment for 2022-2023 and Resulting Program Improvement Plan for the SETA-Operated Program (Karen Griffith) 25-53
2. Approval of Program Year 2023-2024 Head Start and Early Head Start Refunding Applications (Karen Griffith) 54-56
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2023-2024 (Karen Griffith) 57
4. Approval of the 2023-2024 Head Start and Early Head Start Program Options and Center Locations for Sacramento County (Karen Griffith) 58-62
5. Approval of 2023-2024 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives (Karen Griffith) 63-72
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Karen Griffith) 73-75
7. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2023-2024 (Karen Griffith) 76-84

V. Information Items

- A. Fiscal Monitoring Reports (D’et Saurbourne) 85-87
• PRIDE Industries
- B. Employer Success Stories and Activity Report (William Walker) 88-103
- C. Dislocated Worker Update (William Walker) 104-107
- D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) 108-113
- E. Head Start Reports (Karen Griffith) 114-119

VI. Reports to the Board

- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel

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- E. Members of the Board
- F. Public

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 20, 2023

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 6, 2023
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 6, 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.)

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

Thursday, April 6, 2023
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

Sophia Scherman, Member, Public Representative
Patrick Kennedy, Chair, Board of Supervisors
Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento
Rich Desmond, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the March 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approval of Minutes of the March 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 2/24/2023 through 3/24/2023

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

- 1. Approval of Selection of Audit Firm

Ms. Saurbourne introduced herself and reviewed the item. On February 17, 2023, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2023. A Public Notice Announcement was posted in the Sacramento Bee, on the California Society of Municipal Finance Officers website, and available for download from SETA's website. Additionally, SETA directly solicited seven audit firms that participated in the RFP process three years ago. One firm attended a proposers' conference and submitted a proposal by the deadline of March 21, 2023.

Moved/Scherman, second/Vang, to approve the finding of non-competitive procurement for professional audit services to be appropriate and 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.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. Approval of COVID-19 Mitigation Policy

Ms. Griffith reviewed the item. In January 2023, the Office of Head Start removed the Federal Mask Mandate and required that all programs develop an evidence-based COVID-19 Mitigation Policy that responds to local conditions. This policy was developed with the Health Services Advisory Committee to address the Sacramento changes. Ms. Griffith noted that a judge struck down the Head Start Vaccine Mandate two days ago.

Ms. Vang thanked Ms. Griffith for her brief presentation and thanked the members of the Health Advisory Committee for their work on this policy.

Moved/Vang, second/Scherman, to approve Sacramento County COVID-19 Mitigation Policy.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed this item to appoint Mr. Victor McGee, Center Director, with the Sacramento Job Corps Center to the Workforce Board.

Ms. Vang thanked Ms. Anderson from Pro Youth and Families for her service in the community. The vacancy occurred due to Ms. Anderson's resignation. She welcomed Mr. McGee to the Sacramento Works Board.

Moved/Vang, second/Scherman, to approve an appointment of Mr. Victor McGee to be the CBO/Youth services representative on the Sacramento Works Board.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. 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

Ms. O'Camb introduced herself and reviewed the item. The Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan were developed, consistent with the California Workforce Development Board (CWDB) policy guidance issued on October 27, 2022. The CWDB policy guidance outlined specific instructions, required plan updates, and supported the State Plan policy objectives that would work towards the shared vision of creating a comprehensive workforce system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery. The policy guidance also provided conditions and processes for stakeholder engagement, including enrollment strategies. It also required demonstrated alignment and coordination with re-entry services for formerly incarcerated and other justice-involved individuals, coordination with County Health and Human Services Agencies and other partners serving CalFresh employment and training customers, coordination with Local Child Support Agencies to provide workforce services to the unemployed, underemployed, and payment delinquent non-custodial parent. Coordination with programs that serve individuals with developmental and intellectual disabilities, and coordination with programs serving English language learners, including refugees are required as well. It asked workforce areas to consider changes in the labor market and economic conditions as economies rebound from pre-pandemic states. At the same time, Californians are faced with pandemic-induced inflation and possible recession, the impacts of which are exacerbated for low-income communities with long-standing disparities and economic inequities. The Capital Region's Local Workforce Development Boards (LWDBs) facilitated two joint planning/public input meetings to solicit input from local workforce development

stakeholders on developing regional and local plans. The meetings were facilitated through Zoom. Drafts of the regional and local plans were posted on the SETA website on January 13, 2023, and links to both were made available to all of the required stakeholders, as well as to over four hundred (400) partners and other interested parties for comment via email. SETA and the other Capital Region Boards received no additional public comment before the February 13, 2023 deadline. The workforce partners in other workforce areas did the same. The Sacramento Works Board approved the plan updates at the March 22, 2023 meeting. The draft was then submitted to the State Workforce Board by the submission deadline of March 30, 2023. Supervisor Kennedy's signatures will be secured and a fully executed will be submitted if approved by the SETA Governing Board. In addition, the staff is seeking further approval to authorize SETA's Executive Director to make revisions required by the State.

Ms. John, Director of Workforce Development with Valley Vision, reviewed highlights and initiatives of the plans.

Ms. Scherman asked if assistance to foster children and youth is included in regional and local plans. Ms. O'Camb replied that foster youth is served under the Workforce Innovation and Opportunity Act (WIOA). Youth case-management services will be provided through the Community Services Block Grant (CSBG) Youth and Senior Supports (YSS) Special Project for the 2023 calendar year for Black/African American youth, including foster youth in Sacramento County. Ms. Scherman asked to meet with the Workforce Development Manager after the meeting. Ms. Hernandez commented there is active communication with the California Youth Connection to become advocates and board members to represent youth voice and provide feedback. Ms. O'Camb added that in the Sacramento Area's Workforce Development Plan under the youth section there are a number of youth initiatives that are outlined, such as Summer Training and Employment Program for Students (STEPS), Gap Inc. – This Way Onward, Innovative Pathways to Public Service (IPPS), etc.

Mr. Kennedy commented that both of the plans were well-written and thought-through.

Ms. Vang asked what happens to the plans once they pass Board approval and how the progress is measured.

Ms. O'Camb stated that is one of the asks in the policy guidance from the State Workforce Board. Recognizing that economies and labor markets change, SETA works within it regularly. Ms. Hernandez added that at the last meeting of the Workforce Development Board, there was a lengthy discussion about prioritizing the metrics and providing regular updates on progress made regarding the items listed in the plan. She stated that periodic updates will also be provided to the SETA Governing Board.

Moved/Vang, second/Scherman, to 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.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

Community Services Block Grant:

3. 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

Ms. Davis-Jaffe introduced herself and reviewed the item. There are two new organizations on the Private Sector List: one is the Life Skills Training and Educational Program (LifeSTEPS), and another is Turning Point. SETA's Community Action Board currently has a Private Sector vacancy. It was vacated by Mr. John Foley with the Sacramento Self-Help Housing.

Ms. Scherman thanked Ms. Davis-Jaffe for keeping everybody on board with what is happening and keeping the interest going. She gave appreciation for Ms. Davis-Jaffe's work across the various Boards.

Mr. Kennedy asked for clarification if this item was brought to the Board solely because the vacancy occurred. Ms. Davis-Jaffe responded that it is an effort to prevent having vacancies for too long on the Community Action Board.

Moved/Vang, second/Scherman, to approve Private Sector list and the appointment of Private Sector organizations to select representatives and alternates to serve on the Community Action Board.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

One Stop Services: No Items

Refugee Services:

4. Non-Competitive Procurement Funding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2022-2023

Ms. O’Camb corrected the title of the item. The correct item title is “Non-Competitive Procurement Finding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2022-2023”. Ms. O’Camb reviewed the item. The funding augmentation is recommended in the total amount of \$630,000 for the eight Refugee Support Services programs that are expected to reach high or full-enrollment levels early in the year due to atypical flows in arrivals and expand their enrollment capacity by an additional 210 clients. This will bring SETA’s total resource allocation to providers this year to approximately \$8.3 million to serve just under three thousand refugees. The augmentation is recommended for providers that, through January 2023, were at or above fifty-five percent of their end-of-year enrollment goals and also based on their cost per participant, capacity, and willingness to take on additional funded slots. All additional enrollments must occur before September 30, 2023.

Moved/Scherman, second/Vang, to approve the Refugee Support Services (RSS) funding augmentation recommendations for the eight RSS program providers for Program Year 2022-2023, as indicated in the packet.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

5. Approval of Staff Funding Recommendation for the Services to Older Afghans Program Under the Refugee Support Services (RSS) Set-Aside Grant

Ms. O’Camb reviewed the item. SETA staff is recommending Muslim American Society Social Services Foundation (MAS-SSF) for the one-time funding of \$250,000 in RSS Set-aside funds to serve a minimum of 120 Afghans, 60 years of age and older. Services must be completed by September 30, 2024. Providers were solicited through the Request for Proposals that was released on January 27, 2023. Three applications were received. MAS-SSF’s proposal received the top rank from the eleven-member evaluation team. Ms. O’Camb extended her gratitude to the ten other evaluators that participated in reading proposals and their managers and supervisors for allowing them time to evaluate the proposals.

Ms. Vang expressed her excitement for this new program and asked about outcomes tracking process to evaluate its effectiveness and possible continuation.

Ms. O’Camb replied as with all federal grants, there is heavy tracking and reporting, mainly because that is how effectiveness is demonstrated and to showcase the good work. She advised that all the tracking documents were already developed and a training program was set up.

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

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No Questions

C. Dislocated Worker Update:

Mr. Walker reviewed Greenheck Fan Corporation's closure of the McClellan facility. The employees will either retire or move to a former facility in Rocklin. SETA will conduct outreach and provide an orientation on May 17, 2023 to help Greenheck transition employees to another facility.

D. Head Start Reports: No Questions

V. Reports to the Board

A. Chair: No Report

B. Executive Director:

Ms. Hernandez provided updates on key areas of work. SETA is revamping the hiring process to make it more streamlined and transparent and reduce the number of vacancies. The Lunch and Learn was provided to staff during Women’s History Month and was well received. The goal is to provide opportunities for staff to learn from various leaders within the community and across the State about work that aligns with SETA. A committee will plan an all-staff meeting for August 2023, and it is an excellent opportunity for Governing Board Members to engage. The Workforce Development team will be restarting quarterly training sessions with partners. That will be a good opportunity to troubleshoot and share information.

Ms. Vang stated that there needs to be more publicity and an online presence of SETA.

C. Deputy Directors:

Ms. Griffith brought to the Board's attention that for the last month and a half, SETA has experienced a Child Care and Adult Food Program review by the California Department of Social Services. It was concluded that there are no findings and noted outstanding systems and services. She recognized the efforts of the Health and Nutrition Manager, Ms. Gricelda Ocegueda, the Health and Nutrition Coordinator, Ms. Judy Lema, and the overall Head Start team that worked on the review

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:53 a.m.

ITEM III-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

D'et Saurbourne, Administrative Services Deputy Director, has reviewed the claims for the period 3/24/2023 through 4/21/2023, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 3/24/2023 through 4/21/2023.

PRESENTER: D'et Saurbourne

ITEM III-C - CONSENT

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, the Agency is utilizing the Consumers Price Index – Urban Consumers (CPI_U), West Region.

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U), West Region for 2016-2022 as follows:

2016	2017	2018	2019	2020	2021	2022
2.5	3.1	3.1	2.8	1.5	7.1	6.2

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Technology Department Chief Fiscal Department Chief Administration Department Chief Personnel/Human Resources Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Fiscal Manager Public Information Officer Network Engineer Web Innovation Engineer

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

2016	2017	2018	2019	2020*	2021	2022
\$66,432 - \$143,997	\$67,827 - \$147,021	\$69,387 - \$150,402	\$70,982 - \$153,861	\$76,798 - \$166,468	\$82,250 - \$178,287	\$87,350 - \$189,341

Zone 2

2016	2017	2018	2019	2020*	2021	2022
\$50,909 - \$101,816	\$51,978 - \$103,954	\$53,173 - \$106,345	\$54,396 - \$108,791	\$58,852 - \$117,705	\$63,030 - \$126,062	\$66,938 - \$133,877

* Amounts were adjusted in June 2021 to reflect the corrected CPI-U, West Region values.

ITEM III-C – CONSENT (continued)
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This action does not result in salary increases for management staff.

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$87,350 - \$189,341 and Zone 2 to \$66,938 - \$133,877.

PRESENTER: D'et Saurbourne

ITEM III-D - CONSENT

APPROVAL TO ACCEPT THE STORM PROJECT FUNDING FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In February 2023, SETA submitted an application for the Storm Project with the Employment Development Department (EDD) to serve 30 dislocated worker participants with temporary employment doing repair and clean-up in Sacramento County. SETA's application was rolled up into a State-wide application submitted to the U.S. Department of Labor (DOL).

On April 13, 2023, the DOL announced that EDD's application for the 2023 Severe Winter Storms, National Dislocated Worker Grant (NDWG) had been approved. Funding allotments have been decided based on several factors that include but are not limited to the amount of the requested award, past NDWG performance, the deferred addition of an 11th Project Operator, and the available award.

On April 17, 2023, SETA received notice of the approval of its Storm Project in the amount of \$900,000 to serve 30 dislocated workers between May 1, 2023 and June 30, 2025. The funding will be released in two increments with the first \$450,000 to allow for services to begin on May 1, 2023.

RECOMMENDATION:

Approve the acceptance of the Storm Project funding from the Employment Development Department in the amount of \$900,000, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A-1 - ACTION

A RESOLUTION FOR THE 2022-2025 LABOR AGREEMENTS COVERING THE HEAD START UNIT, THE CLERICAL, TECHNICAL, AND ANALYTICAL UNIT AND THE SUPERVISORY UNIT

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on March 30, 2023 regarding the application of the Federal Cost Of Living Adjustment (COLA) and Quality Improvement (QI) for Head Start and the implementation of the same benefit to all represented employees. A tentative agreement was reached on March 30, 2023 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

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

Specifically, consistent with the Memoranda of Understanding the parties have agreed that effective Pay Period 14 (pay period dates of 6/11/2023 through 6/24/2023) with the pay date of July 7, 2023, the Agency shall increase salary and benefits as follows:

- A. The salary schedule for all represented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and
- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00.

The fiscal impact for represented staff is anticipated to be approximately \$3,147,000 for Children and Family Services and \$500,000 for Workforce Development for a total estimated annual agency cost of \$3,647,000. The increased costs will be paid for by utilizing funds received from ACF for COLA and QI, and identified cost savings from position vacancies across the agency.

This action is contingent on the ratification process which took place on April 20, 2023.

The Head Start Policy Council is scheduled to take action on the increases on April 25, 2023.

ITEM IV-A-1 - ACTION (continued)
Page 2

RECOMMENDATION:

Approve the Resolution and the negotiated salary and health insurance contribution increases effective Pay Period 14, 2023.

PRESENTER: D'et Saurbourne

RESOLUTION NO.: 2023-02

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

April 27, 2023

**A RESOLUTION ADOPTING THE TENTATIVE AGREEMENT FOR EMPLOYEES
REPRESENTED BY THE AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146
DATED APRIL 27, 2023**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with the representatives of the United SETA Employees, American Federation of State, County, and Municipal Employees, Local 146, the recognized employee organization for the employees in the Head Start, Clerical, Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on salary increases of seven percent (7%) or one dollar and fifty cents (\$1.50) per hour whichever is greater, effective Pay Period 14, as reflected by the written letter of understanding entered into by them on April ____, 2023; and,

WHEREAS, these parties have also reached agreement on an increase of forty dollars (\$40.00) to the Agency health insurance contribution for employee only, and two hundred fifty-five dollars (\$255.00) for family coverage, to be effective Pay Period 14, and;

WHEREAS, this Board finds that the provisions and agreements contained in the letter of understanding are fair and proper and in the best interests of the Sacramento Employment and Training Agency; as reflected by the written letter of understanding entered into by them,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said tentative agreement as presented herein.

Patrick Kennedy, Chair

ATTEST:

Anzhelika Simonenkova
Clerk of the Boards

ITEM IV-A-2 - ACTION

APPROVAL OF THE PERSONNEL RESOLUTION COVERING UNREPRESENTED CONFIDENTIAL AND MANAGEMENT

BACKGROUND

The Agency must intermittently update and amend the Personnel Resolution Covering Unrepresented Employees, which is typically done following the completion of negotiations for represented employees. Consistent with the Tentative Agreement (TA) for represented employees, the Executive Director is recommending the following provisions to the Unrepresented Resolution to be effective Pay Period 14 (pay dates 6/11/2023 through 6/24/2023):

- A. The salary schedule for all unrepresented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and
- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00; and
- C. Removal of Consultant Range I Step B from Salary Schedule. Step B was \$15 per hour which falls below the California minimum wage. No individuals are affected by this change.

A revised Salary Schedule is sent under separate cover.

The Broadbanding Pay for Performance Procedures will be utilized for exempt management in accordance with the Broadbanding Pay and Performance Management manual: Guidelines, Policies, and Procedures, as adopted by the SETA Governing Board in October 1998.

The fiscal impact for unrepresented staff is anticipated to be approximately \$330,000 for Children and Family Services and \$53,000 for Workforce Development for a total estimated annual agency cost of \$383,000. The increased costs will be paid for by utilizing funds received from ACF for Cost Of Living Adjustment (COLA) and Quality Improvement (QI), and identified cost savings from position vacancies across the agency.

The Head Start Policy Council is scheduled to take action on the increases on April 25, 2023.

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

RECOMMENDATION:

Approve the Personnel Resolution Covering Unrepresented Employees and salary schedule effective Pay Period 14, 2023.

PRESENTER: D'et Saurbourne

RESOLUTION NO.: 2023-03

Adopted by the Sacramento Employment and Training
Agency Governing Board on the Date of

April 27, 2023

**A RESOLUTION ADOPTING THE PERSONNEL RESOLUTION COVERING
UNREPRESENTED EMPLOYEES
DATED APRIL 27, 2023**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, unrepresented employees are identified within the Policy and the terms and conditions of employment of unrepresented employees are established by the Agency; and,

WHEREAS, the Executive Director has reviewed such terms and conditions and is making these recommendations to ensure equity and parity within the Agency; and,

WHEREAS, salary increases for unrepresented employees will increase seven percent (7%) or one dollar and fifty cents (\$1.50) per hour whichever is greater, effective Pay Period 14 (beginning June 11, 2023); and,

WHEREAS, Agency medical contributions shall increase forty dollars (\$40.00) for employee only coverage, and two hundred fifty-five dollars (\$255.00) for family coverage, to be effective Pay Period 14 (beginning June 11, 2023), and;

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the Personnel Resolution Covering Unrepresented Employees.

Patrick Kennedy, Chair

ATTEST:

Anzhelika Simonenkova
Clerk of the Boards

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

BACKGROUND:

The local Sacramento Works Workforce Development Board was formed in early 2016. As part of its action on February 4, 2016, the SETA Governing Board satisfied the need 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 due to promotion of Mr. Troy Givans, Sacramento County, there is a vacancy for an Economic Development representative. Ms. Crystal Bethke was recently appointed to the position of Director of Economic Development with the County of Sacramento and has submitted an application to replace the seat vacated by Mr. Givans. Her application is being sent under separate cover.

RECOMMENDATION:

Review the application and appoint Ms. Bethke to be an Economic Development representative on the Sacramento Works Board.

PRESENTER: Roy Kim

ITEM IV-B-2 - ACTION

APPROVAL OF THE DRAFT 3-YEAR PLAN FOR THE PROVISION OF REFUGEE SUPPORT SERVICES (RSS), AND RSS SET-ASIDE FUNDED SERVICES TO REFUGEES, PROGRAM YEARS (PYs) 2023-2026, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE REVISIONS REQUIRED BY THE STATE

BACKGROUND

As the designated administrator of the Office of Refugee Resettlement's (ORR) Refugee Support Services (RSS) and RSS Set-aside grant funds for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RSS and RSS Set-aside programs to ensure the local employment and social adjustment and acculturation service needs of refugees residing in Sacramento County are met. Local needs are determined through a planning process designated by the California Department of Social Services — Refugee Programs Bureau (RPB).

On March 14, 2023, RPB issued a policy letter to refugee “impacted” counties on County Refugee Services Plan requirements. The intent of the policy guidance is to ensure that county plans remain current, as well as account for changes in refugee arrivals (demographics and numbers), account for changes in labor market and economic conditions, and account for other factors that may affect the implementation of county plans. In addition, the guidance provides conditions and processes for soliciting input from stakeholder and community member engagement in the development of the plan, and asks counties to include plan addendums that specifically address:

- Continued impact of COVID19
- Strategic co-enrollment
- Services to older Afghans resetting in the U.S. under Operation Allies Welcome (OAW)
- Impact and actions taken as a result of the influx of humanitarian parolees

Sacramento County's current 3-year Refugee Services Plan, approved by the Governing Board in 2020, will end on September 30, 2023. To begin the development of the new 3-year plan, input was collected, in coordination with the Sacramento County Department of Human Assistance (DHA) during a public hearing held on March 6, 2023, to solicit input from the public, community-based organizations, voluntary agencies, and other local, public and private stakeholders involved in refugee resettlement. In addition, an analysis of demographic data and trends, and a review of other sources of information depicting the most recent conditions affecting the refugee populations in this region were conducted to further assist in the development of the plan.

ITEM IV-B-2 - ACTION (continued)

Page 2

Attendees at the public hearing expressed that the primary goals of refugees resettling in Sacramento County continue to be to attain or improve English language proficiency, to adjust socially, and to obtain employment. Attendees also identified the continued need for non-employment services to refugees in the areas of transportation, including education on utilizing the public transit system, discounted bus passes, and the use of Uber and Lyft. In addition, basic skills education, use of funds to assist with the replacement of immigration documents, including Employment Authorization Documents (EADs), culturally appropriate childcare providers, and language assistance with housing, immigration, legal and medical appointments were identified. A full listing of public input from the hearing can be found in the draft plan.

The new draft 3-Year Refugee Services Plan, PYs 2023-26, sent to the Board under separate cover, outlines SETA's intended use of the RSS and RSS Set-aside funding for the next three-year funding cycle beginning October 1, 2023. The plan responds to current challenges faced by Sacramento's refugee communities, addresses changes in demographics, ensures services delivered are culturally and linguistically appropriate, responds to federal and state policy direction in refugee resettlement. The plan also provides a framework for regional collaboration, supports the continuous improvement of services to refugees, and strives for the economic self-sufficiency and empowerment of all refugees served in the RSS and RSS Set-aside programs. In addition, as mandated under the Refugee Resettlement Program regulations, this draft plan addresses priority of service requirements by ensuring that priority will be given to the newest refugee arrivals to Sacramento County and those receiving cash public assistance.

The draft plan has been posted for the required 30-day public comment period and no comments have been received as of April 17, 2023. The public comment period ends April 26, 2023. Comments received, if any, will be reported to the Board.

RECOMMENDATION

Approve the Draft 3-year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-aside Services to Refugees, Program Years 2023-2026, and authorize the Executive Director to make revisions required by the State.

PRESENTER: Michelle O'Camb

ITEM IV-B-3 - ACTION

APPROVE THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP) FOR THE REFUGEE SUPPORT SERVICES (RSS), AND RSS SET-ASIDE FUNDED PROGRAMS, PROGRAM YEAR (PY) 2023-2026

BACKGROUND

As the designated administrator of the Refugee Support Services (RSS) and RSS Set-aside grant funds for Sacramento County, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement and oversight of the RSS, and RSS Set-aside programs to ensure the local employment service needs of refugees residing in Sacramento County are met. Local needs are determined through a formal planning process designated by the California Department of Social Services (CDSS) - Refugee Programs Bureau (RPB), resulting in a State-certified 3-year plan. Sacramento County's current 3-year Refugee Services Plan ends on September 30, 2023. The new 3-Year plan and RSS and RSS Set-aside funding cycle begins October 1, 2023 and will end September 30, 2026.

In anticipation of approval of the draft 3-year Refugee Services Plan, staff is requesting approval to release the RSS and RSS Set-aside RFP, sent under separate cover, on Monday, May 1, 2023. The intent of the RFP is to solicit proposals from qualified agencies with the capacity and experience to meet the needs of eligible Sacramento County refugees by providing the services contained in Sacramento's draft plan. Solicited services must be client centered and geared towards economic and social mobility. Services include job search instruction, job orientations, referral, development and retention, vocational English language training, and social adjustment and cultural orientation services, all of which will result in early economic self-sufficiency and the reduced dependency on public assistance among refugees in Sacramento County. The process and criteria for the selection of qualified proposers is outlined in the RFP, and includes:

- Effectiveness in delivering comparable or related services to refugees based on ability to provide the service, and demonstrated performance, such as quality of service, job placement and retention services, meeting performance goals, and program costs.
- Ability to integrate the RSS program services within the Sacramento Works Job Center (SWJC) system to support co-enrollment strategies that enable greater efficiencies in service delivery, and leverage other resources for maximum benefit to refugee participants.
- Projected funding allocations and numbers of refugee arrivals to Sacramento County, as well as service locations ensuring geographic diversification.

ITEM IV-B-3 - ACTION (continued)
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The services solicited in the RFP are:

- Vocational English-as-a Second Language combined with Employment Services (VESL/ES)
- Vocational English-as-a Second Language combined with On-the-Job Training (VESL/OJT)
- Employment Services (ES) Stand Alone
- English Language Learner (ELL) Workforce Navigator
- Services to Older Refugees (SOR)

SETA has not yet received formal notification of its PY 2023-24 allocations; however, it is estimated that funding available for allocation under this RFP will be:

- RSS: \$8,300,000
- RSS Set-Aside: \$ 150,000

It is anticipated that approximately 2,100 refugees will be served in the employment-related programs and approximately 150 refugees aged 60 and over will receive services under the SOR program.

If final PY 2023-24 allocations are different than estimated, the amounts available for allocation will be adjusted proportionately.

RECOMMENDATION

Approve the release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-aside Funded Programs, Program Year 2023-2026.

PRESENTER: Michelle O'Camb

ITEM IV-C-1 - ACTION

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2022-2023
AND RESULTING PROGRAM IMPROVEMENT PLAN
FOR THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January-February 2023, seven committees led by team leaders in the Child and Family Services department, SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Focus Area (FA) 2 Protocol Questions were used as a general framework to assess effectiveness of internal policies and procedures and agency communication and delivery systems. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting and analyzing data. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2022-2023 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

PRESENTER: Karen Griffith

Sacramento Employment and Training Agency (SETA)
Children and Family Services Department (CFS)

Self-Assessment Summary of Results
2022-2023

Background

In January-February 2023, seven committees led by team leaders in the Child and Family Services department, SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Focus Area (FA) 2 Protocol Questions were used as a general framework to assess effectiveness of internal policies and procedures and agency communication and delivery systems. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting and analyzing data. Each committee submitted a report highlighting strengths and areas of improvement which are summarized in this report.

Data Collection and Analysis

The committees utilized data from personnel files, written policies and procedures, parent and staff surveys and interviews, child files, ChildPlus, CLASS, DRDP, Learning Genie, ASQ Online, classroom observations, health reports, internal monitoring results, safety and supervision monitoring and ReadyRosie. Additionally, several committees used a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis as an approach to discuss and understand the relationships between the various data points and qualitative information collected.

Summary of Program Strengths

The SETA Children and Family Services programs have many notable strengths, including some of the following:

Education, Mental Health and Disabilities

Education

Head Start and Early Head Start Center-Based Program

Curriculum Fidelity and Child Assessment and Quality Teacher-Child Interaction

- The program actively implements Creative Curriculum (CC), a researched-based curriculum that meets the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF). All classrooms have CC volumes and resources. Teaching staff receive additional materials to support its implementation including activities, interest areas, lesson plans, read-alouds, STEM, etc. Strengths identified through CC fidelity are in the areas of Planning, Positive Climate and Positive Behavior Management.

- In Early Head Start, Self-Assessment showed the following strengths in Creative Curriculum fidelity: Positive Climates and Behavior Management, Strategies to Support Learning and Support for Dual Language Learners, Opportunities for Physical, Natural, Social World.
- DRDP is used to assess all HS and EHS children in the program. Teachers use the Learning Genie computer program to collect and record observations, photos and work samples to determine final score.
- DRDP data from Preschool and EHS in Fall 2022 revealed that strengths are in the domains of Physical Development with 74% of children at or above age level, English Language Learners with 70% of children at or above and Physical Development Health with 70% children at or above age level. The lowest numbers of children functioning at or above age level are in the domains of Cognition, 35%; Mathematics, 32%; Science, 32% and Literacy, 39% of children at or above age level.
- To aid in individualization of education plans, tracking sheet forms are provided for teachers to record assessment goals and support the strategies for all children, including those with disabilities. Tracking sheets were found to be complete in 60% of the preschool classrooms and 94% in EHS during Self-Assessment.
- Lesson plans and detailed daily schedules were displayed for families and adult use in 100% of preschool classrooms in the sample. In EHS classrooms observed, 94% them of had lesson plans posted.
- Physical environments in 100% of the classrooms observed demonstrated 7 clearly defined Interest Areas; Blocks, Art, Dramatic Play, Toys and Games, Discovery, Library and Music.
- Materials are purchased and resources are developed in a timely manner. Additional outdoor materials were ordered in the past year to address the need for more social distancing, as classrooms opened up after COVID-19. Music, multi-cultural books and Kindergarten transition books and resources have also been provided in response to findings from the fidelity observations from fall 2022.
- Teachers are guiding children's behavior in positive, effective ways. In 85% of classes observed, teachers were nurturing, providing encouragement, listening to children and engaging in positive conversations with them.
- CLASS observation data is collected annually and results are used to plan relevant training and onsite coaching support to build teaching skills and to continue to raise CLASS scores and quality teaching.

Transitions

- 99% of parent survey respondents stated that teachers and Family Services Workers (FSW) help them prepare their children and their family for transition into Kindergarten or another Pre-K program if moving out of the area.
- 99% of parent survey respondents felt that their children are being prepared for Kindergarten throughout the school year.
- Transition plans are completed for 100% of EHS children transitioning into Preschool. 98% of the transitions start at age 2 years and 6 months. 100% of parents meet with their FSW to complete the Head Start enrollment application and reported that their child is

ready for preschool by attending EHS. They also agree that the transition plan developed for their child is individualized to meet their needs and goals.

Professional Development, Training, Coaching and Education Support

- Relevant Professional Development Plans are based on data from DRDP, CLASS observations, Environment Rating Scales (ECERS) and (ITERS) for Toddler environments, Self-Assessment results and teacher input from the self-reflection portion of their Annual Evaluations. Findings from these sources are analyzed to determine professional development content and training approach needed.
- Members of the Education team are also authorized Teaching Pyramid Coaches/Trainers, Infant/Toddler and Preschool CLASS and Creative Curriculum trainers.
- Education team members have received training on Practice Based Coaching, as well as, the Teachers Learning and Collaborating/TLC approach. Elements of Practice Based Coaching are integrated into the variety of training formats offered at SETA; Expert Group Facilitated Trainings, Expert and Peer coaching groups.
- Teachers on Special Assignment (TOSA's) are available to work with new teachers, teachers who self-refer, as well as, those who have specific needs. TOSA's use Coaching Companion as their peer coaching model and work in the classrooms to support professional development in all regions and delegate programs. Currently one TOSA is assigned to work with Preschool and one works in EHS Lead Teachers.

Head Start and Early Head Start Home-Based Program

- SETA Head Start /Early Head Start Home Base program started implementing the *Parents as Teachers (PAT)* Foundational Curriculum in November 2021. Program adopted this curriculum as it is an evidence-based curriculum emphasizing parenting and child development that engage the parent and child together. Early Head Start Home Base uses *Partners for a Healthy Baby* as its home visiting curriculum for pregnant mothers.
- Home Base parents have expressed to their Home Visitors that using the PAT curriculum has allowed them to view their home differently, that it can be used for many learning activities or experiences. For example, the PAT curriculum has an activity called "Family Post Office" where they had to make a mail box. A parent was surprised that a simple activity allowed them to use many objects in their home for writing letters, sorting, folding, practicing language which are all educational activities while doing pretend play.
- All Home Visitors received coaching on Challenging Conversations with Parents and completed other required training such as Child Abuse Mandated Reporter training and ChildPlus.

Mental Health and Disabilities Services

- 86% of 73 parents surveyed expressed "Very Satisfied" with the services provided by the agency and that they feel welcome and supported by Head Start staff (100%). They feel comfortable asking for mental health and disabilities resources if they need them (88%).
- Staff are informed of the process for routing paperwork if parents express that their child have an IEP, IFSP or a mental health concern prior to child starting school (88% Center-based teaching staff). In Home Base program, 100% of staff expressed they know the

procedure for referring upon enrollment and/or providing activities to the family whose child has an IEP/IFSP

- Ages and Stages Questionnaires (developmental screening) are completed, printed and maintained in child's file within 45 days (100% of 16 observed).
- Referral process for disabilities and mental health is timely and parents are satisfied, 94% in Center Base, 100% in Home Base.
- Tracking children's individual goals for IFSP's, IEP's and IDP's is evident (71% in 17 classes observed, 100% in 3 Home Base observation).
- There is a *Calming Space* for children available in the classroom to be used freely when needed.
- Teaching Pyramid strategies are being implemented in 76% of 17 classes observed: Building relationships (100%), visual schedules posted (76%), classroom expectation posted (71%)
- Agency provides services of early childhood infant mental health professional consultants for social emotional/mental health referrals to support the Intervention Specialists.
- Relationships between School Districts, Alta Regional and other agencies that provide services for children with disabilities and mental health concerns is satisfactory.

Parent and Family and Community Engagement

Collaboration with families to support well-being, promote stability and goals

- The Family Partnership Agreement (FPA) process begins at enrollment with a strengths and needs assessment (56 files reviewed at 3 sites; 55 files included the strengths and needs assessment).
- Referrals and staff contacts are occurring to support and engage families. Review of ChildPlus staff contact in February 2023 showed about 29,000 contacts with families related to referrals and 11,500 check-ins/contacts with families in other areas since the beginning of program year.
- In fall 2022, the agency instituted the Strengths and Needs and Interest Survey (SNIPS English and Spanish) in partnership with CCR Analytics and 482 respondents completed the survey, a 25% response rate. Data is being used for program planning. Some highlights from the survey include:
 - Food (30%), Employment (30%) and Social Supports (15%) are the areas of need where families described themselves as vulnerable or in-crisis. This means that for food, about 1/3 of the respondents either get most of their food from a food bank or use SNAP (Vulnerable category) or often do not have enough food or a way to cook it (Crisis category).
 - Parenting (2%) and Community Safety (2%) are the areas of need that a small percentage of families marked they are vulnerable or in crisis.
 - In terms of topics for training or parent workshops, the top 5 areas are: Getting child ready for Kindergarten; Choosing and enrolling in Kindergarten; Helping child cope with change; Activities to do to help child learn and grow, and Help with child with disability or special need.
 - 49% sing with their child and 54% play with a toy with their child 5 or more times a week; 40% read to their children 3-4 times/week, 30% tell stories 3-4 times/week

- 44% of families responded to showing interest in learning more about opportunities to help in their community.
- Parents are busy and can't volunteer at this time, 48% of respondents answered but there a good number, 18% showed interest in helping after program hours.

Engaging community partners

- Program actively connects families with community agencies for needed services. Most cited referrals and resources are: Sacramento Food Bank, Birth and Beyond, Sacramento County Public Library, WIC, Cal Fresh, dental and health resources, Job Centers, SCOE, ROCC, 2-1-1, 3-1-1, WEAVE, County Mental Health Programs, Covered California, Medi-Cal assistance and Birth and Beyond,
- Staff reach out to Mustard Seed school to collaborate in serving homeless population who are automatically eligible for Head Start. SETA operates a Head Start program (Parker Avenue HS) at a transitional housing complex operated by Sacramento Housing and Redevelopment Agency.
- SETA is renewing the partnership with the Sacramento Community Food Bank which was interrupted during COVID-19 pandemic. It is a partnership that will greatly benefit Head Start families as food access is one of the top 3 highest areas of need based on the SNIPS survey. Additionally, they also offer ESL classes and operate a clothing bank. With the partnership, many Head Start families can access multiple services and in return, they can refer their clients to SETA Head Start.

Support for strengthening parenting skills

- SETA promotes to all parents the opportunity to participate in Ready Rosie, an online parenting resource. This program year, 71% of families consistently accepted the Ready Rosie invitation and there is an average of 200 views of parenting videos per month.
- The program provides opportunities for parents to take part in governance and leadership development via the Parent Advisory Council (PAC) and Policy Council (PC) and staff actively recruit parents to join.
- There is a plan in place return to in-person parent meetings which will include a parent curriculum activity tied to the classroom themes while also offering opportunities for parents to connect while doing a fun activity. Parent meetings also provide information on many parenting topics.
- Three staff have been trained to provide Parent Café experiences. Two online pilot parent cafes were hosted this year. More parent cafes will be hosted that will provide opportunity for parents to socialize and discuss parenting topics.
- The Home Base program offers group socializations with activities and information valuable for parents.

Staff Training and Professional Development

- Thirty (30) Family Services Workers (FSW) have Family Development credential and 6 new staff are currently enrolled and will receive the credential.
- FSWs have been trained in the Family Partnership process and received the updated training power point as a reference.

- Regular training opportunities are offered to FSWs including the *Leadership Challenge* training, ChildPlus, eligibility training, and information on various community agencies and resources including programs administered by SETA Workforce department.

Safe Environments, Health and Nutrition

- Program has established a monthly Schedule of Preventive Maintenance for Safe Environments as a result of the Safe Environments review that was conducted in 100% of SETA classrooms in fall 2022. This allows program to keep track and monitor the environmental repairs and ensure timely preventive maintenance occurs at centers.
- Agency has an increased capacity to support staff wellness by providing regular staff training and professional development in the areas of mental health including access to counseling and other types of resource and support. All mandated yearly training on Child Abuse Training for Mandated Reporters, Safety and Supervision Protocol, Integrated Pest Management, Safe Environments, Personal Rights, and Health Practices were completed.
- The agency has formed a Health and Services Advisory Committee (HSAC) with new members this program year. There are currently 17 active members that include participation from parent volunteers, delegates and grantee provider partners, internal staff, and community health professionals with representation from local universities and Sacramento Department of Public Health. They developed the COVID-19 Mitigation policy and procedure that was adopted countywide.
- To further expand service to mitigate infection at centers and in the administrative office, the agency formed new partnerships with California Department of Public Health COVID Task Force and the Sacramento County Department of Public Health Immunization Assistance Program. With this partnership, the agency is providing COVID-19 vaccinations and booster shots to children 6 months and older, COVID-19 testing and other childhood immunizations countywide. To date, more than 15,000 home tests have been distributed countywide. Since September 2022 when the clinics started, 163 families from SETA, Delegates and Partners have received services. With the partnership, SETA has also started tracking children who have received COVID-19 vaccination and boosters. Currently, the immunization rate for children in preschool is 98% which is 1% higher than last year. EHS immunization rate is 81% which is 4% higher than last year.
- Results of the unannounced safety and supervision visits are being utilized to guide and tailor child supervision training and follow-up.
- In food services, the agency has continued to expand its menu to incorporate more cultural foods and other preference diets, such as vegetarian meals. The goal is to expose children to new food items and create a more inclusive experience for children from different ethnic backgrounds. The new partnership with UC Davis Cooperative Extension CalFresh Healthy Living program enhances the food and nutrition education to staff, enrolled children and their families in the areas of communicable disease prevention, healthful food choices awareness and childhood obesity prevention. This is done through access to trainings, curriculum, materials and resources for family and center use. In February 2023, the program launched a food tasting curriculum that allows children and

staff at the centers to be introduced to new foods. The information of the activity is sent home to the parents.

- The program accommodates medical, religious, and cultural diets. To this date, 306 special diets for 11% of children enrolled in HS/EHS programs have been accommodated. Of these, 44% are medical diets and 87% of these diets require emergency allergy prevention medication. The program is in the process of hiring of second Registered Dietitian consultant to meet the demand of attending to children with food allergies which are expected to increase next year.
- Currently the program has 355 children with health care needs in which 203 children have medications. The program is continuing efforts to increase the percentage rate of children who need treatment to receive it from their medical provider. The Health Nutrition Services unit now follows up on all failed screenings which was previously assigned to Family Service Workers and Home base staff. As the Specialists follow up with parents, they incorporate health education with emphasis on seeking follow up treatment from provider on health and dental concerns.
- New partnerships with community groups and providers were developed to provide services, resources and information. Consultants and Student Interns helped families to navigate specialized health, dietetic and mental health services for their children and pre and postnatal consultations to pregnant mothers. The program is also forming a new partnership with College of Dental Medicine, California Northstate University to provide virtual dental and mobile dental clinics targeting EHS and Home base participants to start in 2023-2024 program year.
- There is an increase in the number of interns from 16 to 18 student nurses from UC Davis Betty Irene Moore School of Nursing. Additionally, the agency welcomed back three California, State University of Sacramento BSW dietetics student interns and is currently working on extending an opportunity to an MPH graduate to assist with the COVID-19 mitigation education for parents.
- Consultants have returned to in-classroom screening of children. To date, the hygienists from the Early Smiles Sacramento Program have screened 1,171 children (940 preschool/231 EHS). They have also provided 1,336 fluoride varnishes to 1,056 preschool and 280 EHS children.
- New positions/staff have been added to help manage, monitor health outcomes and provide necessary supports to center staff and families at certain Head Start locations/neighborhoods that are disproportionately experiencing challenges in obtaining medical screenings. The Health and Nutrition Coordinator (HNC) monitors and analyzes health data to address low completion rates of up-to-date age-appropriate screenings as reported on agency's Program Information Report (PIR). In October 2022, the SETA implemented an enhanced countywide internal monitoring process to improve accountability. PIR report is generated at the beginning of each month to monitor identified health screenings. The HNC provides guidance to agency-specific health staff on areas that are lagging and provides the training on how to perform data audit. HNC creates a plan for improvement that involves providing feedback to SETA CFS Units and a customized training according to agency trends. At the end of the month the HNC generates the report to see improvement. If there is no improvement, the HNC follows through with supervisors with an action plan set addressing the issues. Since October when this process was started, there has been an improvement in the completion as

preschool percentage for up-to-date screenings improved, from 23% to 35% in March 2023. For EHS, it improved from 9% to 19% up-to-date screenings. In 2023-24 the agency will focus on addressing the low completion rates of blood lead tests and physical exams in EHS

- In February 2023, SETA piloted the use mobile devices in the home-based program that allowed staff to enter data in real time via ChildPlus online platform during their home visits The program is planning to increase efficiency in data entry by expanding the use of uploading health and dental records by the Family Service Worker during the enrollment interview with parents.
- There is evidence of regular communication and collaboration between program units, outside health professionals and parents. Collaboration amongst units occurs to provide and expand projects, enhance services, and extend resources. At the centers and in home-based program, there is collaboration between parents and staff to deliver services and help disseminate information about Head Start services.

ERSEA

- Despite the staffing issues that force the program to cap enrollment in order to maintain the required staff: child ratio, there has been a 20% increase in SETA-Operated Program (SOP) enrollment since August 2022 when current program year began. By the end of month January 2023, SOP enrollment was at 90% for HS and 90% for EHS if classes were not capped due to staffing
- Program continues to actively recruit and market the program using various strategies:
 - Recruitment staff attends community events to present Head Start services to various community partners.
 - Use of electronic flyers that detail services provided to the following: Sacramento Food Bank, Sacramento Libraries, Transitional Shelters, and Sacramento Crisis Nursery.
 - Rolled out a Head Start Awareness media campaign including a commercial, a renewed contract for two DMV location ads, updated webpage, and social media campaign. Banners are prominently hung at each Head Start location.
 - Rebranding of program flyer to include SNAP as a qualifying eligibility and a QR code that allows potential families to scan with their phone.
- Policy and procedures are in place to determine and verify program eligibility. Internal monitoring of child and family enrollment eligibility is occurring to ensure all required documentation is kept and maintained. Required eligibility training is occurring at least annually and whenever there are updates to enrollment procedures.
 - Each child enrolled in SETA Head Start has an eligibility determination record that contains all the pertinent information related to the child and his/her participation in Head Start. This confidential information is maintained in a locked file cabinet.
 - The verification process is twofold as once it is completed at the center level or in home-base option, by Family Services Workers (FSW) or Home Base Visitor (HV) all applications are again reviewed by the ERSEA Program Analyst at the Administration office.

- FSW/HV enrolling the child/family fills in the appropriate source document used to verify income on the Head Start application, sign the form, and indicate the date when income was verified/eligibility was determined.
- Head Start application, Eligibility Verification Form (EVF), verification of Eligibility documents is also maintained electronically within ChildPlus Management Software.
- Annual ERSEA training were completed (8/26/22; 11/21/22; 12/12/22) Staff that make eligibility determination is trained within 90 days of starting position. Governing Board and Policy Council members are trained on ERSEA within 180 days of new program term.
- Enrollment staff receive Family Development Credential training that support interviewing families in a sensitive and culturally respectful manner.
- The program utilizes the annual Community Assessment to determine updates to Sacramento Countywide Selection Criteria that allows programs to efficiently contact and enroll the number of potentially age and income eligible children, expectant mothers, homeless children, children in foster care, and children with disabilities.
 - ChildPlus Eligibility Criteria and Countywide Selection Criteria are aligned and used as a scoring mechanism.
 - Update to Eligibility to include SNAP as a recognized form of public assistance Revised Head Start Application to include SNAP as automatic eligibility (2/2023)
- Policies and procedures are in place regarding the enrollment of families that exceed the HS income eligibility and the program maintains enrollment of over-income families under required threshold.
 - FSW/HV are provided procedures to guide enrollment of participants whose families do not meet the criteria, but are part of the Additional Allowances.
 - FSW/HV/Delegates/Partners submit a Head Start Enrollment Waiver Request with all supporting eligibility documents. ERSEA Program Officer approves requests that meet the criteria for Additional Allowances.
 - On a quarterly basis, reports are provided to Delegates and Partners to keep them apprised of their individual totals.
 - SOP currently does not exceed the 10% limit/allowance for over-income enrollment threshold. Countywide including the Delegates/Partners, program is currently at 8%. For the additional 35% allowance for enrollment of families with incomes that fall between 100% and 130% of poverty income threshold, SOP has not exceeded the limit and as a county, program is currently at 8%.
- Program is actively working on attendance promotion through collaboration between ERSEA staff, teaching staff, Site Supervisors, Family Service Workers and families to fully implement the attendance policy, individually reaching out to an absent child's family to ensure their health and safety. Staff will engage with family and provide the encouragement and support needed for their child to go to school. Monthly reminders are sent by ERSEA Program Officer to Site Supervisors to review attendance; parents are provided handouts on benefits for regular attendance.
- 100% of SOP classrooms use ChildPlus Attendance application module on an iPad to record daily parent sign-in and out and meals. This allows program to collect up-to-date attendance data that can be analyzed per individual child, class, center and program.

Governance

- Program provides adequate training to PAC, PC and Governing Board Members pertaining to Head Start and their board roles and responsibilities. Orientation training with the new Governing Board Member has taken place. Required training for PAC/PC are scheduled.
- Regular and consistent communication with the boards are evident. PAC/PC and Board meeting agendas, meeting minutes and required monthly program and fiscal reports are distributed timely per PC/PAC By-laws, Head Start Performance Standards and the Brown Act.
- PAC/PC parents are passionate about the program and are eager to learn program operations.
- Parents are actively involved in PAC/PC meetings and in decision-making.
- PAC/PC parents demonstrate and encourage positive team work.

Fiscal

- Excellent oversight over budget areas and budget preparations.
- Fiscal and program teams work and communicate well together.
- Strong internal controls system. No Internal Control/Financial Findings relating to Financial Audit
- Policies in place for staff to properly utilize COVID-related funds. Ongoing training and communication with CFS staff to identify properly charged COVID-19 charges and procurement.
- Good communication, timesheet instructions and support and implementation of the new payroll system in tracking time properly.

Human Resource (HR)

- Successful ratification of 2022-2025 labor agreements with AFSCME & SETA
- Updated HR procedures that increased efficiency in recruitment, screening and selection. These include:
 - Variety of job posting boards (Indeed, ZipRecruiter, Craigslist, Child Action, HS Jobs, etc.)
 - Virtual and online options for screening, testing and interviewing
 - Improved accommodations for applicants with disabilities
 - Thorough and unbiased step-by-step screening process
 - Staff's excellent skills in catching application inconsistencies with regard to background check and health screening procedures
- PC & PAC members continue to be involved in the hiring process
- One job specification was successfully updated to reflect the position's job duties and responsibilities
- Increased flexibility with management in scheduling screenings and interviews, overall improvement in the communication system and increasingly collaborative relationship between Human Resource (HR) department and Management proved to be responsive to Head Start staffing needs as it resulted in:

- 14 new hires from the Job Fair hosted at SETA office in October, 2022
- 22 promotions from Child Care Teacher Assistants to Associate Teachers as a result of the successful apprenticeship program
- Consistent availability of substitute teachers with the success of Hub Sub program
- Improved New Hire Orientation including focused time on IIPP, safety, wellness, COVID protocols, DEI, labor union membership and a personal introduction to SETA by the Executive Director
- Kaiser Permanente has been added as one of the Pre-employment health screening providers leading to increased appointment availability to new hires
- Comprehensive COVID-19 Response including:
 - Vaccination requirements include documentation on file or medical/religious exemption on file
 - Mandatory testing at the start of each work week for staff with vaccination exemptions
 - Dedicated COVID-19 reporting system (email, respondent, processes)
 - Communication system for reporting reported cases and potential exposures
 - Tracking systems to facilitate contact tracing
 - Successful implementation of the California Supplemental Paid Sick Leave program
 - Updated Policies and Procedures for COVID-specific issues
- SETA Safety Committee and Wellness Committee was reinstated with new committee members and has actively been promoting worker safety to staff
- Promotion of Modern Health EAP program to make access to mental health and wellness resources easy to find and use
- Agency has a thorough Worker's Comp reporting procedure and strong relationship with provider
- Caught up on Bilingual Certification backlog to promote effective participation of bilingual children, families and staff

Summary of Program Growth Opportunities

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Mental Health and Disabilities

Education

Head Start/early Head Start Center-Based

- Lack of staff /not all teaching positions are filled.

- There are time constraints in providing the necessary education training (CLASS, Creative Curriculum, Teaching Pyramid, Second Step, etc.) and for teaching staff to be able to attend all professional development sessions.
- Only one Teacher On Special Assignment (TOSA) is available for each Head Start and Early Head Start to provide on-site, peer coaching support. The need is greater and additional support will be beneficial.
- Some Creative Curriculum resources are not used by teachers in EHS. In preschool, it was observed that not enough materials were being rotated in the classroom to keep children interested and engaged.
- There was a weak fidelity finding for Lead Teacher Infant Toddlers (LTIT) providing Language and Literacy strategies in EHS. In preschool, there was an overuse of screen time observed during Creative Curriculum fidelity observation.
- Preschool and new teachers in EHS need training on developmentally appropriate practices in the areas of Literacy, Reading and Math. More training is needed on strategies in Science, Social Studies, the Arts and Technology.
- With the diversity of cultural backgrounds and languages spoken by children and families enrolled program, there is consistently growing need to have staff who speak different languages and trained to work with families from different backgrounds.
- Teachers are working with children at varying developmental levels and behaviors.
- The expectations of different Kindergarten teachers vary in different classrooms, schools and districts. Teacher's awareness of families' home schools in districts need to improve. Kindergarten classroom visits have decreased since COVID-19 pandemic.
- Site Supervisors without EHS background now supervise EHS classrooms. More training needed for supervisors to learn appropriate expectations to support LTIT's in the classrooms.

Head Start/Early Head Start Home Based Program

- As PAT curriculum is new for staff, they are still learning to navigate the online curriculum and resources available to them. There are continuing updates to the online resource portal that makes it difficult to navigate. The home visitors need to be intentional and focused in their planning that it requires a lot of time to prepare for weekly home visits.

Mental Health and Disabilities Services

- Not all parents are aware of the services provided by the program's Intervention Specialists. Only parents who have referrals and/or receiving the services tend to know the services of Intervention Specialist. Even if children do not qualify for outside mental health and disabilities services, Intervention Specialists provide classroom support and intervention adapted for children who are demonstrating delays or may need support.
- Teachers did not always share the results of Ages and Stages Questionnaire (ASQ) developmental screening with parents (13% of 76 parent surveys).

- Lack of documentation that resources are given to parents for areas of the ASQ that show a concern,
- Some children not referred for failed ASQ's (20% of observation sample)
- Implementation of IFSP, IEP and IDP goals from lesson plans into actual classroom activities and interactions with children.
- For Teaching Pyramid Strategies, the areas that can be strengthened are: providing more visual displays of children's families, children helping move the visual schedules, staff using Positive and Descriptive Acknowledgment (PDAs) more frequently in their directives and PDA + in describing skills, behaviors and activities and setting clear expectations for children.
- The implementation of Second Step, a curriculum to support social-emotional development of children is not observed in all classes. More training and support needed for teaching staff to use the resources and incorporate the activities in the lesson plans and daily schedule.

Parent and Family and Community Engagement

- The inability to maintain full staffing makes providing quality parent engagement programming very difficult.
- The pandemic negatively affected the FPA goal setting process, and it has been slow for families and staff to start and engage in this activity. Parents and staff are returning to in person (of the 55 files reviewed 39 showed evidence of the goal setting process; however, only 14 showed evidence of the required follow ups)
- The return to in-person parent meetings has been delayed due to the lingering effects of the pandemic. This has made it difficult to do the parent curriculum activities.
- Parent Café experiences have been offered, but have not been well attended.
- FSWs have other extra duties outside of their data entry responsibilities. There are always changes or updates that requires new training for them that leaves less time to spend on parent engagement activities.
- Due to the lingering effects of the COVID-19 pandemic, SETA has not brought back the Parent Aide/Parent School Readiness Aid programs which provided parent engagement, child development training, and valuable work experience.

Safe Environments, Health and Nutrition

- Continuing staff turnover (especially of key staff that have most of the information about programs and services), disruption from staff re-assignments to cover other positions and lack of staff affect the timely delivery of service and creates the need for ongoing training.
- There is inconsistency and/or lack of job-specific training for new staff. Some units do not have a developed training plan for new hires. In many situations, staff is placed and begin working in a unit without the proper training due to pressing program needs because of understaffing.
- Delays in the completion and submission of required paperwork by staff from different program units affect children's school start date. An area of improvement is to increase overall accountability throughout program units.

- There are still not enough resources and services for mental health needs for enrolled children, families and staff. Since the beginning of pandemic, there has been a significant increase in mental health needs.
- Many community partner agencies have closed due to COVID-19 and there were no other agencies that replaced them to provide the services. This has led to existing agencies to set capacity limits to accessing resources and services.
- There is increased enrollment of children with developmental delays, diagnosed disabilities, chronic conditions or other need that requires specialty care. There is not enough trained staff with the specialized skills needed to serve the unique needs of children.
- There is not enough time allotted in a work year to complete all preventive maintenance of centers, to do self-review/monitoring of own work, or catch up on projects that need to be completed.
- Increase in costs of items needed for program services such as food and consumables, educational toys and supplies, furniture, cleaning products, etc. Additionally, there are also cost increases for emergency services for enrolled clients and staff wages.
- There is a need to update written policies and procedures to reflect current practices.

ERSEA

- The risk of not meeting funded enrollment continues to be a concern for the program due to the lack of teaching staff that limits some centers to enroll to capacity. In January 2023, 7 centers had classrooms capped, equivalent to 125 enrollment slots.
- The amount of caseload per Family Service Worker responsible for enrollment paperwork makes it difficult to carefully review all aspects of each child file for accuracy and timely recordkeeping. Additionally, they are often requested to assist in the classroom that keeps them from recordkeeping duties.
- There is need for continuous training, ongoing support and internal monitoring of enrollment files and ChildPlus data entry to support FSWs.
- Meetings across organizational units are infrequent and collaboration among units needs improvement. For example, Family and Engagement Program Officer and ERSEA PO do not regularly share with each other their findings of file review monitoring and ChildPlus audit. It will be helpful for Family Engagement POs and ERSEA PO to share monitoring results and develop together the type of specific feedback to FSWs in order to correct repeated errors and to verify that corrections have been made.
- The following are the areas of enrollment recordkeeping that need improvement:
 - Data entry of families who use TANF, SNAP, SSI authorized public assistance program document as proof of income is not consistently being assigned the appropriate categorical eligibility status in ChildPlus (i.e., Public Assistance categorical eligibility) as the basis of enrollment.
 - When families complete the Pre-Family Application during the online inquiry, program staff do not update the information in ChildPlus to match the enrollment eligibility.
 - ChildPlus waiting list procedure is not consistently being followed. FSW are not actively communicating with families on the waitlist to ensure timely exchange of

information regarding application status, enrollment documents, enrollment appointments, waiting list status, including over income families.

- Recent review of Head Start applications across 4 sites highlighted systemic errors (applications incomplete and/or inaccurate) in 3 of the 4 sites.
 - Families remain on the waiting list longer than expected. FSWs do not routinely review families in “New” tab and follow up to collect documents.
 - The Enrollment phone line needs a designated staff member to ensure follow-up happens who submit enrollment inquiry through the system.
 - Enrollment staff continue to use outdated forms when advised to purge old forms and use forms from website.
- Disruption from COVID-19 continues to affect attendance in center-based classrooms. From August 2022 to February 2023, 59% of enrolled children in preschool and 61% in EHS were classified to be in the Severe Chronic Absence category, defined by Attendance Works as missing 20% or over of school days. 25% in preschool and 26% in EHS were in the Moderate Chronic Absence category (missed 10-20% of school days) and only 16% in preschool, 13% in EHS in Not Chronically Absent (missed less than 10% of school days).
 - Site Supervisors/Teachers at 38% of sites fail to record attendance daily or use accurate attendance codes according to Attendance Policy and Procedure.
 - Across all sites, Attendance conference meetings are not being conducted with families that have children who are chronically absent.

Governance

- Recruitment of parents to join Parent Advisory Council (PAC) /Policy Council (PC) remains a challenge. Not all centers have a PAC representative. Currently, only 41% of positions are filled and there are 29 unfilled or vacant.
- Parents at the centers are not aware of a PAC Representative and opportunity to serve in the PAC.
- Although SETA Policy Council is able to meet its quorum at meetings, parent attendance is only at 40%.
- Staff turnover and staff retention in SETA and Delegates that support governance functions. There are new staff to train on the shared governance system at Head Start

Fiscal

- Transition to ADP, the agency’s new payroll, benefits and human resource administration system experienced initial challenges in its rollout, particularly in getting new staff trained in understanding and using the new payroll system.
- Challenges of training new staff due to turnover both at SETA and delegate agencies.
- Challenges in Inventory Count, there is need to tighten up controls over Inventory Counts.

Human Resource (HR)

- Ongoing challenge to fill Head Start openings due to continuing staff turnover in these positions: Teachers, Associate Teachers, On-call Cook/Drivers and Substitute Teachers.
- Due to increased staffing needs in the classrooms, some paper screening procedures were bypassed to provide flexibility to applicants in the apprenticeship program that led to more delays.
- Human Resources department also experienced reduced staffing and challenges in filling in the vacancies impacting the timeliness of background screenings. Additionally, HR Department is now comprised of many new members with new perspectives but loss of seasoned staff also meant loss of information
- Limited pool of parent volunteers to participate in the hiring process
- Transition to a new payroll, benefits and human resource system, ADP was challenging:
 - Payroll implementation was first to complete, then Benefits, then ACA (Affordable Care Act)
 - Benefits module roll out was a challenge during Open Enrollment in October
 - Coordination with the County of Sacramento posed a challenge for benefits updates
 - Still need to roll out Recruitment, On-Boarding and Performance modules
 - Difficulty staying in contact with ADP customer support
- Disciplinary documentation and action are not happening consistently. This is an area for improvement regarding disciplinary action procedures training and implementation.
- Bullseye Performance Evaluation process is not user-friendly and is not being utilized optimally
- Increase in Worker's Comp claims due in large part to the return to post-pandemic return to in-person work
- Confusion regarding sick leave policies as a result of COVID ordinances and directives by Federal, State and local governments

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Continue to roll out Apprentice program and provide additional training to teachers who mentor the participants.	Education Program Officers, Education Coordinator	Summer 2022	25 Apprentices have completed the units needed to promote up to AT1 positions; By summer 2023, most will earn 12 units	Ongoing
Continue TLC peer coaching. <ul style="list-style-type: none"> ○ Schedule Train the trainer TLC group and Practice Based Coaching for Site Supervisors ○ Form domain-specific (Math, Science, Literacy) TLC groups and link content from volumes of Creative Curriculum volumes. 	Education Coordinators, Education Program Officers	September 2022	4 sessions and resource binder provided; Next steps include identifying 5 on the floor/5 off the floor Supervisors (SS) to take part in TCL/PLC (Professional Learning Communities) with focused on Math/staff coaching skills	New Site Sup Series completed in November 2022 PLC for SS to begin fall 2023
Continue to provide support to implement Creative Curriculum (CC) fidelity. <ul style="list-style-type: none"> ○ Roll out the sixth edition of the Creative Curriculum, introduce Studies and Project work as a pilot. Work with teachers in pilot to determine what works and what modifications need to be made before sending to all. 	Education Program Officers for each region Education Coordinator	April 2023	Hire trainer on 6th edition of CC; Identify teachers to take part in pilot; Provide 6th Edition Training for all PO's, Coordinators and pilot teachers; Observe, consult and meet with pilot group;	Ongoing Additional pilot groups to begin in winter 2024

<ul style="list-style-type: none"> ○ Research GLAD and SEAL programs to determine best approach to Increase strategies and materials for children who are dual language learners. 			Revise implementation as determined.	
<p>Continue with Math and STEM curriculum enhancement.</p> <ul style="list-style-type: none"> ○ Send additional SETA teachers to Region 9 STEM Institute. Follow up with a teachers’ training teachers’ event. ○ Develop special math areas. ○ Continue Math program with West Ed 	Program Officers, Education Coordinators	March 2023	11 classroom-based education team and 5 from Home Base attended STEM Conference; 4 SETA Teachers presented and/or spoke at Curriculum Fair; Recommend STEM conference trainers for Summer Series (Embed STEM materials/experiences emphasis math, into all areas of the classroom)	Ongoing
Provide cultural sensitivity training to increase knowledge of teaching strategies to serve diverse populations.	Education Coordinator	February 2023	In person on-site training and library provided with more to come; Additional trainers for Summer Series	March 23-26, 2023

Provide more transition resources by sending new Kindergarten library and resources to sites.	Education Coordinator Unit	February 2023	Classroom/Home Kinder transition libraries provided w/ on-site training	Ongoing
EHS and Preschool teachers to attend joint trainings with a focus on “Young Children” using a developmental approach instead of separate sessions by age group.	Education Coordinator Unit	February 2023	Planning stage	Ongoing
Review procedure on ASQ Developmental Screenings and train staff: <ul style="list-style-type: none"> ○ During the initial home visit, after the ASQ results are shared, have parents sign that they received the results. ○ Follow up is documented on the ASQ results page. Staple a copy of any resources provided to parents behind the ASQ packet. Document in the family contact. ○ Provide topic of the month trainings throughout the school year to be reviewed during the monthly site meetings. Topics will include an ASQ refresher training on when to refer a child. 	Education Program Officers	December 2022	All staff have been trained to current date; New staff will be trained as they come aboard.	Ongoing
Promote parent awareness of services provided by Intervention Specialists. During the initial home visit provide the name and number of the Intervention Specialist and an overview of what services they offer to parents.	Education Program Officers	Aug 2023	Develop form	Aug 2023
Continue to provide Teaching Pyramid cohorts.	Education Coordinator	Sept. 2022	Ongoing	May 2023
Provide Second Step curriculum trainings.	Education Coordinator	April 7, 2023	First Friday, SS’s will conduct training; Ongoing training as new staff come aboard.	Ongoing

PARENT AND FAMILY AND COMMUNITY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Restructure the FPA process and adopt the use of Child Plus in order for tracking and monitoring to be done easily.</p> <p>Use the SNIPS (online needs assessment that can be completed with the family at enrollment) survey/ to collect strengths and needs at enrollment which will also allow for easy data aggregation and individualizing parent programing as well as referrals.</p>	Program Officers	August 2023		
<p>Provide a refresher training on in-person parent meetings and parent curriculum activities.</p> <p>Schedule in-person parent meetings and include engaging and fun activities that are aligned with classroom activities that are based on the curriculum and the PFCE Framework.</p>	Program Officers Education Coordinator	April 2023		
<p>Continue efforts to fill vacant positions and retain staff.</p>	Human Resource Department	On-going		
<p>Plan to advertise Parent Café differently to attract parents to participate. Rather than targeting the entire agency to participate, narrow down to one or two sites at a time.</p>	Parent Café trainers	May 2023	Trainers have met and are working to identify sites for parent café roll-out	
<p>Re-evaluate FSW duties, establish priorities and revisit a return to a heightened focus on Family Engagement.</p>	Program Officers	June 2023		
<p>Bring back the Parent Aide/School Readiness Aide Programs that will provide help in the classrooms.</p>	Program Support Manager Program Officers	August 2023		

SAFE ENVIRONMENTS, HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Work toward providing higher/more competitive wages to attract talent with degrees, certified and specialized skills, and to help with understaffing and selection of staff. With higher wages the agency can afford help with the demand of services that are needed to provide to enrolled families. Competitive and market wages will help with staff retention and recruitment.</p>	<p>Management</p>	<p>Ongoing</p>	<p>Currently in development</p>	
<p>Train staff consistently when hired. Standardized training with shadowing opportunities to support new staff succeed in new roles. This will also help with staff retention.</p>	<p>Safe Environments/ Facilities- Program Officer/Facilities Program Coordinator Food Services Unit- Manager and Program Coordinator Health/Nutrition Services (HNS) Unit- Manager and Health Coordinator</p>	<p>Ongoing</p>	<p>Currently in development for all units. Facilities team is currently working on a training manual. HNS has created a training schedule for new HNS, FSW, and Home-based (HB) staff. There is already a training manual for FSWs and HB staff. Training manual is in development for HNS and Coordinator. Kitchen revamped their staff handbook that has information about operations. They already have a current training schedule to use with new employees.</p>	

			All units have ongoing training throughout the program year for various topics related to the work they do.	
Continue to build staff proficiency on how to use new technology to optimize its full capacity.	Management HNS Team- Manager, Coordinators and ERSEA Program Officer	Ongoing	Management will continue to provide staff the necessary technology tools. HNS team will work with ERSEA Program Officer as needed to update items in ChildPlus (CP) to implement a paperless system. HNS Coordinators will train all HN Specialists, FSWs and HB staff on how to use mobile CP and any new process in CP.	
Create opportunities for refresher mid-year to include new staff.	Safe Environments/ Facilities- Program Officer/Facilities Program Coordinator	Ongoing	Staff will create training opportunities when identified by staff or when it is evident that staff are not following the standard procedure.	
More training is needed for staff and parents on specialized services including trauma-informed care, physiological safety, dealing with stress and managing job functions.	Management and Supervisors in different SOP units.	Ongoing	Management has rolled out winter and summer training series that include trauma-informed care, physiological safety, dealing with stress and managing your job, or other related topics.	

			<p>Unit supervisors are also in the process of developing additional training opportunities in self-care and wellness, and activities to build a sense of community among employees such as potluck events. Human Resource department/various units are providing mental health resources and information on community events.</p>	
<p>Provide additional time for work hours, if needed, to dedicate time for staff on catchup on outstanding work and updating policies and procedures.</p>	<p>Management and Supervisor</p>	<p>Ongoing</p>	<p>Management has created three optional opportunities for Child and Family Services (CFS) staff to work overtime to catch up on work.</p>	

ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Create a Family Engagement/ERSEA /Health/Home Base Workgroup that includes different program content area staff to analyze current family engagement and ERSEA current practices, evaluate and determine needed changes</p> <ul style="list-style-type: none"> • Families needing support and assistance to enroll into the program are not provided the appropriate help in understanding the application process and completing the required forms. • Waitlist Training scheduled for March 2023, to review waitlist process, sample of step by step family engagement, and request of eligibility documents. • Schedule guest services training for Enrollment staff to support family engagement with interview sensitivity to cultures. 	<p>Program Officers Education Coordinator</p>	<p>March 2023 and on-going</p>		
<p>Update and revise Policies and Procedures related to:</p> <ul style="list-style-type: none"> • ERSEA Policy for Filing Vacancies in 14 days to align with Performance Standard 1302.15(a). • Agency actions taken against staff who intentionally violate federal and program eligibility determination regulations 1302.12(1-m) per Head Start Program Performance Standards 	<p>Program Officer Manager</p>	<p>Spring 2023</p>		
<p>Develop and implement a plan to support FWS with specific training needs and regular internal monitoring.</p>	<p>Program Officers Manager</p>	<p>Spring/Summer 2023</p>		

<p>Support must also include providing reliable internet access at all centers.</p> <ul style="list-style-type: none"> • Defined flow chart of what supports FSW's receive from CFS PO and follow up plans. • Continued refinement of the current monitoring system to align with the implementation of ChildPlus database. • Quarterly ChildPlus trainings sessions for FSW to support program-wide monitoring procedure as well as timelines, data entry requirements. 				
<p>Continue to improve on current recruitment, marketing plan and community outreach.</p> <ul style="list-style-type: none"> • Increased community awareness of our prenatal to age 5 services. Hold Community Luncheon 2x/year for partners and the community with renewed emphasis on rebuilding partner relationships due to COVID. • Develop a systematic and individualized process to foster relationships with identified partners. Create an individualized service plan for targeted partners particularly immigration center and homeless agencies, special education, migrant populations, and health district for recruitment and enrollment of families and have a single point of contact for partner/community follow-up. 	<p>Program Officers Manager Education Coordinator</p>	<p>Ongoing</p>		

GOVERNANCE – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Continue to evaluate and improve the recruitment plan for PAC/PC and incorporate different strategies to reach out to parents:</p> <ul style="list-style-type: none"> ○ Hold brainstorming sessions with parents and staff ○ Use family events at centers to recruit for PAC/PC ○ Provide opportunities to attend a meeting and/or shadow a PAC Representative 	<p>Governance/Family Engagement Coordinator</p>	<p>March 2023</p>		
<p>Provide more leadership training opportunities and activities to PAC/PC parents, including ways to participate in local boards and to volunteer in other community agencies</p>	<p>Governance/Family Engagement Coordinator</p>	<p>March 2023</p>		
<p>Continue to provide support and training to new Delegate Agency Governance staff</p>	<p>Governance/Family Engagement Coordinator</p>	<p>Ongoing</p>		

HUMAN RESOURCES– SYSTEMS, SERVICES AND STAFF DEVELOPMENT

<p>Continued efforts to increase SETA agency visibility which also promotes staff recruitment efforts</p> <ul style="list-style-type: none"> ○ New website and logo designs in the works ○ Looking into increasing digital presence in social media (Facebook, Instagram, etc.) 	<p>Human Resources Department & Uptown Media</p>	<p>March 2023</p>	<p>New marketing firm in process of developing updated logo and media presence</p>	
<p>With the return to in-person board meetings, actively communicate and engage with PAC and PC parents to increase interest in joining the pool of parent volunteers for SETA hiring process</p>	<p>Human Resources Department</p>	<p>March 2023</p>		

Develop and roll out ADP recruitment module to streamline the agency's recruitment and application process, integrating it with payroll and benefits processes.	Human Resource Managers	April 2023	Payroll, Benefits and ACA modules complete. Beginning Recruitment	June 2023
Develop and roll out large-scale supervisory training to address the following topics: <ul style="list-style-type: none"> ○ Sick leave administration (excessive use, unplanned absence, patterns etc.) including changes in COVID 19 sick leave policies ○ Safety initiatives and incident reporting ○ Performance evaluation adherence/Use of Bullseye Performance Evaluation ○ Disciplinary and performance documentation and corrective action documentation ○ Harassment and discrimination ○ Leave of Absence policy and procedure including FMLA, CFRA 	Human Resource Manager	April 2023	Training development in progress	May 2023
With the reinstated Safety Committee, continue to discuss and promote safety topics for office and early learning classroom and center environments through monthly safety education communication via email, onsite posters, webinars on wellness topics and catastrophe protocols.	Human Resource Manager	November 2022	Ongoing committee. Starting to recruit new members in March 2023 as well as developing subcommittees	Ongoing
With the addition of EAP vendor, Concern Health that is contracted with the City of Sacramento, actively promote to employees the resources to support mental health and wellness including financial, legal and crisis advice.	Human Resource Manager	February 2023	City of Sacramento is currently in contract negotiations with the provider.	Anticipated April 2023
Update Human Resource policies and procedures to reflect new federal and state laws and regulations that	Human Resource Managers		Policies and Procedures in process of being updated	May 2023

took effect January 2023 and inform employees on the updates.				
Update Job Descriptions as needed	Human Resource Manager	Ongoing	Job descriptions being updated as needed when posting updated positions.	Ongoing
Create a Toastmasters club charter to promote Professional Development	Human Resource Manager	April 2023	Set to begin charter in April. Meetings to be held bi-monthly.	Ongoing
<i>FISCAL– SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Provide more trainings to staff when ADP system issues arise	Fiscal/Payroll Department	Ongoing		Ongoing
Coordinate Fiscal staff attendance in WIPFLI Conference and GASB trainings as well participation in GFOA, CSMFO organizations where SETA is a provider of fiscal trainings	Fiscal Department	Ongoing		Ongoing

ITEM IV-C-2 - ACTION

APPROVAL OF PROGRAM YEAR 2023-2024 HEAD START AND EARLY HEAD START REFUNDING APPLICATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2023-2024 Head Start/Early Head Start Refunding Application. The refunding application is for Year 4 of a 4-year funding cycle. Normally, Head Start grants are a 5-year funding cycle. However, due to a consolidation of the Head Start, Early Head Start and Child Care Partnership grants in 2021-2022, the funding cycle was shortened by one fiscal year, utilizing the funding cycle that would expire first. Should SETA require additional time to complete unfinished projects after the funding cycle ends on July 31, 2024, it may request a no-cost extension for up to 12 months to complete those projects.

A detailed Program Narrative is attached under separate cover. A few highlights for 2023-24 include:

Relinquished Enrollment Slots: Relinquishment of 156 Head Start enrollment slots by San Juan Unified USD Head Start and 20 Head Start enrollment slots by Women's Civic Improvement Center (WCIC) to the grantee. The slots will be redistributed to SETA-Operated Program and Sacramento City USD with a Head Start to Early Head Start Conversion request pending ACF approval. This relinquishment and conversions will be effective August 1, 2023.

Head Start–Early Head Start Enrollment Conversion: The SETA Operated Program will be requesting a Head Start-Early Head Start conversion, converting 328 Head Start (preschool) enrollment slots to 55 Early Head Start (infant/toddler) slots.

Extended Services: The conversion will also help expand part-day services to full-day services in five (5) Early Learning Centers (Freedom Park, Mather, Norma Johnson, North Avenue and Northview) and offer additional infant/toddler enrollment slots in high need, under-served communities. This expansion increases the number of Head Start full day classes from 77% in 2022-23 to 85% in 2023-24.

With the conversion:

- Five AM Head Start classes will extend operational hours from 4 hours/day to 6.5 hours/ day, displacing 100 PM enrollment slots.
 - With the high demand for longer hours and the low enrollment in afternoon (PM) sessions, increased operational hours will better meet family's needs and better align with elementary school schedules.

ITEM IV-C-2 - ACTION (continued)

Page 2

- No current families will be displaced as a result of this change. Current children not transitioning to kindergarten will remain at the center with longer hours. Enrollment will be reduced through attrition.
 - For families who chose to remain in part-day classes, a transfer to an alternate center in close proximity with part-day hours will be offered.
- The 100 displaced enrollment slots will be included in the conversion to 55 new infant/toddler slots at Illa Collins, Florin Grammar, North Avenue, Walnut Grove at SETA and Elder Creek, American Legion at Sacramento City USD.
- Changes will be effective in August 1, 2023.
- Some of the Head Start cost savings will be used to add additional intervention and monitoring support. Budget details can be found in the Budget and Budget Justification narrative.

New Head Start Locations – There are five (5) new Head Start locations proposed for the 2023-24 program year, including:

Site Name Zip Code	Program/ Option	Agency	Funded Enrollment	Service Options	Unmet Need # of eligible children % unserved
American Legion (95817)	EHS Center- based	Sacramento City USD	8	8 hours/day 5 days/week Year-round	275 94%
Elder Creek (95824)	EHS Center- based	Sacramento City USD	8	8 hours/day 5 days/week Year-round	602 92%
Isador Cohen (95820)	HS-TK- State	Sacramento City USD	5	6.5 hours/day 5 days/week Traditional school year	677 71%
Mark Twain (95826)	HS-TK- State	Sacramento City USD	5	6.5 hours/day 5 days/week Traditional school year	337 66%
Markofer Elementary (95624)	Part- Day Full Inclusion	Elk Grove USD	20	3.5 hours/day 5 days/week Traditional school year	323 62%
Sierra Enterprise (95826)	HS-State Full Day	Elk Grove USD	24	6.5 hours/day 5 days/week Traditional school year	337 66%

ITEM IV-C-2 - ACTION (continued)

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Total Funded Enrollment for 2023-24

Agency	Funded Enrollment 2023-2024	
	Head Start	Early Head Start
SETA Operated Program	1,544	699
Elk Grove USD	480	
Sacramento City USD	676	
San Juan USD	888	164
Twin Rivers USD	160	56
WCIC	100	
Total	3848	935

¹Includes a pending HS-EHS conversion of 328 Head Start enrollment slots to 55 EHS enrollment slots

Services for the 2023-2024 program year will commence on August 1, 2023.

A detailed program narrative will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2023-2024 Head Start and Early Head Start Refunding Applications.

PRESENTER: Karen Griffith

ITEM IV-C-3 - ACTION

APPROVAL OF THE SETA HEAD START AND EARLY HEAD START
BUDGETS FOR PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the 2023-2024 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2023-2024, including a conversion from Head Start to Early Head Start, are as follows:

Head Start Basic (3848 children/families w/conversion)	\$51,023,498
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$51,550,707
Early Head Start Basic (935 children/families w/conversion)	\$13,835,234
Early Head Start Training and Technical Assistance	<u>\$ 280,063</u>
Sub-Total	\$14,115,297
TOTAL	<u>\$65,666,004</u>

A copy of the 2023-2024 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2023-2024 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$65,666,004

PRESENTER: Karen Griffith

ITEM IV-C-4 - ACTION

APPROVAL OF THE 2023-2024 HEAD START AND EARLY HEAD START
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2023-2024 Program Year.

A detailed list of the program options and center locations is attached.

RECOMMENDATION:

Approve the Head Start/Early Head Start countywide program options and center locations for the 2023-2024 program year.

PRESENTER: Karen Griffith

Program Options – Countywide 2023-2024

Head Start

(Children age 3-5)

Agency	Programs with 5 Days/Week						Programs with 4 Days/Week				Home-base	TOTAL	
	Year Round					Traditional School Year		Year Round		Traditional School Year			
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day			7.5 hrs/day
SETA	280	180		260	220		64	140	40	240		120	1,544
Elk Grove USD						240			240				480
Sac. City USD		48	48				580						676
San Juan USD							888						888
Twin Rivers USD										160			160
WCIC											100		100
TOTAL	280	228	48	260	220	240	1,532	140	280	280	100	120	3,848¹

¹ Includes HS-EHS enrollment slot conversion (pending ACF approval)

Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			18		223	109	349	699
San Juan USD		32		48			84	164
Twin Rivers USD	56							56
Sac City USD			16					
TOTAL	56	32	34	48	223	109	433	935¹

¹ Includes pending HS-EHS conversion (pending ACF approval)

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1544**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings
10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Dudley
8000 Aztec Way
Antelope, CA 95843

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar
8383 Florin Road
Sacramento, CA 95828

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park
6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Freeport
2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

SETA Governing Board

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek Road
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Road
Mather, CA 95655

Nedra Court
60 Nedra Court
Sacramento, CA 95822

Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Spinelli
3401 Scotland Drive
Antelope, CA 95843

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove
14273 River Road
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
480**

Administrative Office:
9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary
4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

Fouls Ranch Elementary
6211 Laguna Park Drive
Elk Grove, CA 95758

Franklin Elementary
5401 Dorsey Drive
Elk Grove, CA 95757

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary
8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**
8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary
8140 Caymus Drive
Sacramento CA 95829

Miwok Village Elementary
10070 Lousada Drive
Elk Grove, CA 95757

Pleasant Grove Elementary
10160 Pleasant Grove School
Road
Elk Grove, CA 95624

Prairie Elementary
5251 Valley Hi Drive

Sacramento, CA 95823

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**
9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
676**

Administrative Office:
Serna Center
5735 47th Avenue
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln
3324 Glenmoor Drive
Sacramento, CA 95827

Bear Flag
6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon
6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy
4211 Turnbridge Drive
Sacramento, CA 95823

Camelia
6600 Cougar Drive
Sacramento, CA 95828

Earl Warren
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble
7495 29th Street
Sacramento, CA 95822

Elder Creek
7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker
5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips
2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny
3525 Martin Luther King Jr.
Blvd.
Sacramento, CA 95817

Golden Empire
9045 Canberra Drive
Sacramento, CA 95826

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Avenue
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James W. Marshall
9525 Goethe Road
Sacramento, CA 95827

John Bidwell
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Drive
Sacramento, CA 95831

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin Luther King Jr. Blvd.
Sacramento, CA 95820

Pacific
6201 41st Street
Sacramento, CA 95824

Parkway
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett
6032 36th Avenue
Sacramento, CA 95824

Susan B. Anthony
7864 Detroit Blvd.
Sacramento, CA 95832

Washington
530 18th Street
ETA Governing Board

Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
888**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6504 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Citrus Heights, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael, CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
160**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
100**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
699**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95820

Alder Grove I/T
2640 A/B Muir Way
Sacramento, CA 95818

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar
8383 Florin Road
Sacramento, CA 95828

Freedom Park
6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Illa Collins
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Road
Mather, CA 95655
Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Walnut Grove
14273 River Road
Walnut Grove, CA 95690

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
164**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
56**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

**Rio Linda Early Learning
Center**
631 I Street
Rio Linda, CA 95673

**Village Early Learning
Center**
6845 Larchmont Drive
North Highlands, CA 95660

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
16**

American Legion
3801 Broadway
Sacramento, CA 95817

Elder Creek
7800 Lemon Hill Avenue
Sacramento, CA 95824

ITEM IV-C-5 - ACTION

APPROVAL OF 2023-2024 TRAINING/TECHNICAL ASSISTANCE PLAN FOR THE SETA HEAD START AND EARLY HEAD START PROGRAM, AS ALIGNED WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2023-2024 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$527,209 for Head Start and \$280,063 for Early Head Start.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met several times, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Governance/ Family Engagement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan is attached.

RECOMMENDATION:

Approve the Program Year 2023-2024 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

PRESENTER: Karen Griffith

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2023-2024 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2023-2024 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2023-202 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five-Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice,

\$	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 2023-2024	\$8,000	\$1,000	BP
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2023 July 2024	\$6,000		BP
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program and the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased	2023-2024	\$4,000	\$2,000	

			economic mobility.				
Family Literacy Project	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities	August 2023- July 2024	\$22,000	\$4,000	BP
Parent Training	PC/PAC HS/EHS Parents	Content Area Experts from Community	Parents will be offered a variety of workshops on topics they have requested including: Accessing Services for Children with Exceptional Needs, Financial Literacy and rent law, Toastmasters, and Mental Health/Trauma workshops.	August 2023- July 2024	\$ 5,000	\$1,000	
5 Keys to a Loving Family	HS/EHS Parents	Brian and Avery Experience	Parents will be given the opportunity to enroll in a 65-minute course that outlines the 5 keys to a loving family. This would be offered individually or held in group settings with activities and table discussions after the training.	August 2023- July-2024	\$6,664	\$2,000	
Parents will have access to bi-annual training on disaster preparedness	HS/EHS parents	Content Area Experts from Community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from Fire Department, County Health, Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies	November 20213 & May 2024	\$1,000		
Ready Rosie	HS/EHS Parents	Education	Two parent events will be offered	October 2023	\$2,000	\$1,000	

Family Literacy Nights		Coordinator and HS staff	around the ReadyRosie parenting curriculum and opportunities to engage in projects that reinforce literacy development in children birth-5 years old	March 2024			
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2023-July 2024	\$20,000	\$4,000	M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	September 2023	\$6,000	QRIS	BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.	October 2023-April-2024	\$10,000		BP
Learning Genie	Grantee/ and delegate	SETA Staff	SETA staff will provide T/TA services to Delegate teachers. Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August 2023	\$1,000		SA
ECERS/ITERS	HS/EHS Staff	Consultants	Consultants will be used to	November	\$6,000	\$2,000	SA

Observers			independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	2023- and on-going			
Trauma Responsive Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children	September 2023 and ongoing	\$5,000	QRIS	SA
Curriculum Focus- STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$2,000		BP
Coaching Companion	Grantee Coordinators and TOSA'S	SETA Coordinators and First 5 staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants	August 2023 and ongoing	\$1,000		PIP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2023-2024	\$2,000	1,500	
QI Network	QI Team for SETA	Quality Improvement Network	Staff will deepen their understanding of the practice of continuous quality improvement. Will become familiar with CQI tools and processes, and use these	August 2023- July 2024	\$20,000		BP

			tools for program planning and decision making.				
ReadyRosie Parenting Curriculum	HS/EHS staff and parents	Education Coordinator	All enrolled families in in the Grantee operated programs and partner programs will be sent invitations to activate a ReadyRosie account.	August 2023- July 2024	\$25,000		
HOVERS Training	Countywide staff refresher training	HOVERS Consultant	Homebased staff will be trained on the Home Visit Rating Scale that measures parent-child interaction and parent engagement.			\$5,562	
Early Childhood Education Class	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.	August 2023- May 2024	\$8,000		
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2023- July 2023	\$15, 000	\$5,000	BP
Class Reliability Training	HS/EHS Staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores	Fall 2023	\$2,000		

Countywide Home Visiting Conference	Countywide Home Visitors	Consultants, content area specialist, community trainers	The expected outcome is increased confidence in their ability to provide home visiting services, to have an opportunity to learn best practices in the field and collaborate with one another,	Spring 2024	\$3,000	\$2,000	
Delegate and Partner Support							
Delegate Kick-off-	Delegate Staff	Grantee Content Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2023	\$4,000		BP
Delegate T/TA	Delegate and Partner Support	Workshops, guest speakers, on-site/virtual training	Delegate Directors have identified a variety of T/TA needs including-Trauma Informed Care, Reflective Supervision, Equity Training, and attendance to various Head Start annual conferences.	August 2023-July 2024	\$5,000		
Language World Interpretation Services for PAC and PC	PAC and PC Representatives	Language World	Providing written translation services and on-site interpretation services will expand access to families who would like to participate on PC or PAC, but English is not their first language.	August 2023- July 2024	\$10,000	\$1,000	
Subtotal					\$199,664	\$32,062	
Personnel Fringe Benefits	Countywide Training and Technical Assistance Support	Content Coordinators and Specialists	Grantee staff provides ongoing training and technical assistance to SETA Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program improvement opportunities.	August 2023- July 2024	\$138,699 \$80,931	\$123,699 \$72,178	
TOTAL for SETA Operated Program					\$419,294	\$227,939	

Sacramento County Head Start and Early Head Start 5-Year Goals 2020-2025

Goal #1 – School Readiness

Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

Goal #2 – Health and Wellness

Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care.

Goal #3 – Attendance

Improve the rate of attendance for children in the Head Start and Early Head Start program.

Goal #4 – Family Engagement

Increase and promote parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

ITEM IV-C-6 - ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

In accordance with Head Start Program Performance Standards (HSPPS), the Governing Board is required, on an annual basis, to review and approve the Countywide Enrollment Selection Criteria for prioritizing enrollment into the Head Start and Early Head Start programs. In Spring 2023, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result of the meeting, there were no recommended changes to either Criteria for the upcoming year.

A copy of each Selection Criteria is attached for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

PRESENTER: Karen Griffith

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- _____ 1. 2nd year enrollment within Sacramento County.
- _____ 2. Transition from Early Head Start whose family meets Federal Income Guidelines.
- _____ 3. Transfer Head Start child to the same or another Sacramento Head Start agency.
- _____ 4. Transfer Homeless child or child in foster care from outside of Sacramento County.*
* (Now living in Sacramento County)
- _____ 5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 6. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- _____ 7. 4-year-old child whose family meets Federal Income Guidelines.
- _____ 8. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster child (age 5 or under)
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).
 - Foster youth with a child (AB 12)
- _____ 9. 3-year-old child whose family meets Federal Income Guidelines.
- _____ 10. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- _____ 12. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- _____ 13. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

ITEM IV-C-7 - ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START COST OF LIVING ADJUSTMENT (COLA) AND QUALITY IMPROVEMENT APPLICATION FOR PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for Program Year 2023-2024 for \$5,185,044, as follows:

	Head Start	Early Head Start
Cost of Living Adjustment (COLA)	\$2,857,316	\$774,773
Quality Improvement (QI)	\$1,181,894	\$371,061
TOTAL	\$4,039,210	\$1,145,834

On February 21, 2023, the Office of Head Start/Administration for Children and Families (OHS/ACF) released Consolidated Appropriations Act 2023 funding for Federal Fiscal Year (FY) 2023, making additional funds available to existing Head Start and Early Head Start programs.

The COLA supports a 5.6 percent adjustment above FY 2022 funding levels to increase the pay scale of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement (QI) funds are allocated proportionately based on federal funded enrollment levels. These funds are permanent increases effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced.

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

Ms. Karen Griffith will be available to answer questions.

RECOMMENDATION:

That the Governing Board approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$5,185,044 for Program Year 2023-2024.

PRESENTER: Karen Griffith



Sacramento Employment and Training Agency
Budget Narrative – Early Head Start
Cost of Living Adjustment (COLA) – 09CH011763
FY 2022-2023

COST OF LIVING ADJUSTMENT (COLA) \$774,773

Personnel (\$282,736)

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA’s labor union (AFSCME). The rates will increase either by 7% or \$1.50, whichever is greater. The higher increases assigned to specific job classifications at the lower end of the wage scale. These positions are more challenging to recruit and retain in a highly competitive hiring market. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits (\$204,258)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer’s contribution to health benefits from \$645 to \$685 for single coverage and from \$1,225 to \$1,480 for family coverage, representing a \$40 and \$255 increase respectively.

Contractual (\$287,779)

The 5.6 percent (5.6%) COLA will be applied to each EHS delegate agency’s base grant, as follows:

River Oak Center for Children (ROCC)	\$36,160
Sacramento County Office of Education (SCOE)	\$41,296
Sacramento City Unified School District	\$16,038
San Juan Unified School District	\$136,474

Twin Rivers Unified School District
Total Delegate Agency/Partner COLA

\$57,811
\$287,779

Detailed budget and budget narratives for individual delegates are available on HSES.

Non-Federal Share (\$193,695)

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified two primary sources of non-federal share to meet the required match. Sources and estimated amounts include:

Delegate Required Non-Federal Share \$71,946

Delegate Agency NFS sources are outlined in individual budget and budget narratives on HSES. Non-Federal Share for Early Head Start COLA is \$71,946.

CDSS – CCTR Program \$ 12,005

Only the state portion of the CCTR reimbursement is counted towards non-federal share. The amounts include CCTR Personnel (\$8,043) and Fringe Benefits (\$3,962).

Family Literacy Involvement Program (FLIP) \$109,744

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA anticipates an additional 3,042.52841 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$36.07/hour).



Sacramento Employment and Training Agency
Budget Narrative – Head Start
Cost of Living Adjustment (COLA) – 09CH011763
FY 2023-2024

COST OF LIVING ADJUSTMENT (COLA) \$2,857,316

Personnel (\$932,899)

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA’s labor union (AFSCME). The rates will increase either by 7% or \$1.50, whichever is greater. The higher increases assigned to specific job classifications at the lower end of the wage scale. These positions are more challenging to recruit and retain in a highly competitive hiring market. Wage increases will be permanent and apply to all pay scale rates for current and future employees. Other 2023-2024 Head Start Basic funds were budgeted under Personnel to offset the difference between the COLA award and the negotiated increases.

Fringe Benefits (\$654,856)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA’s full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer’s contribution to health benefits from \$645 to \$685 for single coverage and from \$1,225 to \$1,480 for family coverage, representing a \$40 and \$255 increase respectively.

Contractual (\$1,199,561)

The 5.6 percent (5.6%) COLA will be applied to each delegate agency’s base grant and is distributed as follows:

Elk Grove Unified School District \$226,007

Sacramento City Unified School District	\$329,656
San Juan Unified School District	\$439,287
Twin Rivers Unified School District	\$129,647
Women’s Civic Improvement Club	<u>\$ 74,964</u>
Total Delegate Agency COLA	\$1,199,561

Detailed budget and budget narratives for individual delegates are available on HSES.

Other (\$70,000)

SETA will also allocate a portion of the COLA funds to be used towards the annual lease increases for the applicable Head Start centers.

Non-Federal Share (\$714,330)

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

Delegate Required Non-Federal Share \$299,891

Delegate Agency NFS sources are outlined in individual budget and budget narratives on HSES. Non-Federal Share for Head Start Basic COLA is \$299,891.

Family Literacy Involvement Program (FLIP) \$414,439

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA anticipates an additional 11,489.85306 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$36.07/hour).



Sacramento Employment and Training Agency
**Budget Narrative – Early Head Start
Quality Improvement (QI) (09CH011763)**
FY 2023-2024

QUALITY IMPROVEMENT FUNDS \$371,061

In accordance with the AFC-PI-HS-23-02 Head Start Funding Increases, the SETA Operated Program (SOP) Head Start program will enhance program quality under the following allowable uses of Quality Improvement (QI) funds:

Increase compensation, particularly for positions that are not receiving competitive wages and benefits (including consideration of elementary school compensation), experiencing higher rates of turnover, challenging to fill, or preventing programs from reaching full enrollment.

Personnel: (\$146,205)

Quality Improvement (QI) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase either by 7% or \$1.50, whichever is greater. The higher increases assigned to specific job classifications at the lower end of the wage scale. These positions are more challenging to recruit and retain in a highly competitive hiring market. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits: (\$72,011)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$645 to \$685 for single coverage and from \$1,225 to \$1,480 for family coverage, representing a \$40 and \$255 increase respectively.

Contractual: (\$152,845)

The Quality Improvement funds will be applied to each delegate agency and partner’s base grant, based on the enrollment slots and is distributed as follows:

River Oak Center for Children	\$28,584
Sacramento County Office of Education	\$30,569
Sacramento City Unified School District	\$ 6,352
San Juan Unified School District	\$65,108
Twin Rivers Unified School District	<u>\$22,232</u>
Total Delegate/Partner QI	\$152,845

Individual delegate budgets and budget narratives are posted on HSES.

Non-Federal Share (\$92,766)

Non-federal share was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

Delegate/Partner Required Non-Federal Share \$38,212

Delegate/Partner NFS sources are outlined in individual budget and budget narratives on HSES. Non-Federal Share for Early Head Start Basic Quality Improvement fund is \$38,212.

Family Literacy Involvement Program (FLIP) \$54,554

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA anticipates an additional 1,512.448017 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$36.07/hour).



Sacramento Employment and Training Agency
Budget Narrative – Head Start
Quality Improvement (QI) (09CH011763)
FY 2023-2024

QUALITY IMPROVEMENT FUNDS \$1,181,894

In accordance with the AFC-PI-HS-23-02 Head Start Funding Increases, the SETA Operated Program (SOP) Head Start program will enhance program quality under the following allowable uses of Quality Improvement (QI) funds:

Increase compensation, particularly for positions that are not receiving competitive wages and benefits (including consideration of elementary school compensation), experiencing higher rates of turnover, challenging to fill, or preventing programs from reaching full enrollment.

Personnel: (\$317,959)

Quality Improvement (QI) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase either by 7% or \$1.50, whichever is greater. The higher increases are assigned to specific job classifications that are at the lower end of the wage scale. These positions are more challenging to recruit and retain in a highly competitive hiring market. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits: (\$156,607)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$645 to \$685 for single coverage and from \$1,225 to \$1,480 for family coverage, representing a \$40 and \$255 increase respectively.

Contractual: (\$707,328)

The Quality Improvement funds will be applied to each delegate agency’s base grant, based on the enrollment slots and is distributed as follows:

Elk Grove Unified School District	\$147,360
Sacramento City Unified School District	\$207,532
San Juan Unified School District	\$272,616
Twin Rivers Unified School District	\$ 49,120
Women’s Civic Improvement Center	<u>\$ 30,700</u>
Total Delegate QI	\$707,328

Individual delegate budgets and budget narratives are posted on HSES.

Non-Federal Share (\$295,474)

Non-federal share was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

Delegate Required Non-Federal Share \$176,832

Delegate NFS sources are outlined in individual budget and budget narratives on HSES. Non-Federal Share for Head Start Basic Quality Improvement fund is \$176,832.

Family Literacy Involvement Program (FLIP) \$118,642

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child. SETA anticipates an additional 3,289.21541 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$36.07/hour).

ITEM V-A-INFORMATION FISCAL
MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Andrea Rogozinski

DATE: April 5, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of PRIDE Industries

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$159,908	7/1/2022-6/30/23	7/1/2022-12/31/2022
WIOA	DW	\$39,277	7/1/2022-6/30/23	7/1/2022-12/31/2022

Monitoring Purpose: Initial Follow-up Special Final

Date of review: February 2023, 4/5

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

Program Operator: PRIDE Industries

Findings and General Observations:

- 1) We have reviewed the WIOA programs from July 1, 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

ITEM V-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 April 14, 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			
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
Brand Image Care Inc	9	Pressure Washer Technician	5
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	Animal Services Officer	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 April 14, 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			
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 Analyst	1
	9	Administrative Analyst-Community Engagement Analyst	1
	9	Administrative Assistant	3
	9	Administrative Officer	1
	9	Administrative Technician	1
	9	Administrative Technician	1
	9	Administrative Technician	3
	9	Animal Care Technician	1
	9	Animal Control Officer I	2
	9	Animal Control Officer II	1
	4	Applications Developer	1
	9	Aquatics Specialist	1
	9	Archivist	1
	9	Arts Program Coordinator	1
	3	Assistant Architect	1
	9	Assistant Civil Engineer	1
	9	Assistant Code Enforcement Officer	1
	9	Assistant Director	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	Associate Planner-Park Development Services	1

SETA- Employer Activity Report

The following is an update of information as of April 14, 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			
City of Sacramento	9	Building Inspector I	1
	9	Building Maintenance Worker	1
	9	Cashier	1
	9	Cashier - Aquatics	1
	9	Chief Building Official	1
	9	City Housing Manager	1
	3	Code Enforcement Officer	1
	9	Community Center Attendant I	1
	9	Community Center Attendant I	1
	9	Community Center Attendant II	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	Contracts and Compliance Specialist	1
	9	Council Representative	3
	9	Council Representative - District 6	1
	9	Crew Leader-Landscaping & Learning	1
	9	Cultural and Creative Economy Manager	1
	9	Curator of Education	1
	9	Customer Service Assistant -Aquatics	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

SETA- Employer Activity Report

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City of Sacramento	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Development Services Technician III	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	Engineering Technician I	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic 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	Fiscal Policy Analyst	1
	9	Forensic Investigator I	1
	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	

SETA- Employer Activity Report

The following is an update of information as of April 14, 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			
City of Sacramento	9	Parking Facilities Maintenance Supervisor	1
	9	Parking Meter Coin Collector	1
	9	Parking Meter Collection Supervisor	1
	9	Personnel Technician	1
	9	Plant Operator	1
	9	Plant Operator-Water Division	1
	9	Police Clerk II	1
	9	Police Clerk II-Office of Investigations	1
	9	Police Clerk II-Office of the Chief	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 Coordinator-Adaptive Recreation	1
	9	Program Manager -Code Enforcement	1
	9	Program Specialist	2
	9	Program Specialist (Senior Business Analyst-Budget)	1
	7	Program Specialist (Senior Business Analyst-PeopleSoft Finance)	1
	9	Program Specialist -Security, Emergency Preparedness & Safety	1
	9	Program Specialist-Contracts	1
	9	Program Specialist-Fiscal & Management Services	1
	9	Program Specialist-Sustainability	1
	9	Program Supervisor	1
	9	Real Property Agent II	1
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	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			
City of Sacramento	9	Registered Veterinary Technician	1
	9	Senior Accounting Technician	2
	9	Senior Accounting Technician -Parking	1
	9	Senior Accounting Technician -Parking Division	1
	4	Senior Applications Developer	1
	7	Senior Applications Developer (PeopleSoft)	1
	9	Senior Architect (Facilities)	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 Architect-Facilities	1
	9	Supervising Community Center Attendant	1
	9	Supervising Engineer	1
	9	Supervising Forensic Investigator	1
	9	Ticket Seller	1
	9	Traffic Control And Lighting Supervisor	1
	9	Traffic Control and Lighting Technician I	1
	9	Traffic Control and Lighting Technician II	1
	9	Traffic Control And Lighting Technician Trainee	1
	9	Utilities Operations and Maintenance Lead worker	2

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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			
City of Sacramento	9	Utilities Operations and Maintenance Service Worker	2
	9	Utility Worker	2
	9	Vehicle Service Attendant	1
	9	Veterinarian	1
	9	Youth Aide	1
	9	Youth Aide-Graffiti Abatement Program	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

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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			
Leadpoint Business Services	9	Recycling Sorter	15
Los Rios Community College District	4	Account Clerk I	1
	4	Account Clerk II	1
	4	Account Clerk III	1
	4	Accountant	1
	4	Adapted Physical Education Adjunct Assistant Professor Pool	1
	4	Administrative Assistant I	1
	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	Alternate Media Design Specialist	1
	4	Articulation Officer/ Counselor	2
	4	Assistant Financial Aid Officer	1
	4	Associate Dean of Student Success and Equity	1
	4	Associate Vice Chancellor of Human Resources	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	Certified Nursing Assistant Adjunct Professor Pool	1
	4	Chemistry Adjunct Assistant Professor Pool	1
	4	Child Development Center Lead Teacher	1
	4	Child Development Center Teacher	1
	4	Clerk III	2
	4	College Nurse Clinician	1
4	College Safety Officer	1	
4	Confidential Human Resources Specialist II	1	

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Los Rios Community College District	4	Confidential Human Resources Specialist III	1
	4	Control Center Technician	1
	4	Counseling Clerk II	1
	4	Custodial Supervisor	1
	4	Custodian	6
	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 Institutional Effectiveness, Research and Planning	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	Design & Digital Media Animation and Game Design Adjunct Assistant Professor Pool	1
	4	Design & Digital Media Graphic Design & Web Design Adjunct Assistant Professor Pool	1
	4	Developing Hispanic-Serving Institutions Grant Project Director (VII)	1
	4	Digital Communications and Web Specialist - Web and Media Design	1
	4	Director (III) of Administrative Services	1
	4	Director (VI) of Degree Planning and Graduation Initiatives	1
	4	Director (VII) of Employer Partnership for Automation	1
	4	District Financial Aid Specialist	1
	4	Drafting CADD- Adjunct Assistant Professor Pool	1
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electronic Calibration and Repair Technician	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	

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Los Rios Community College District	4	Fire Technology Assistant Professor/Coordinator	1
	4	Fitness Adjunct Assistant Professor Pool	1
	4	Fitness Swimming Adjunct Assistant Professor Pool	1
	4	Funeral Service Education Assistant Professor	1
	4	Geography Adjunct Assistant Professor Pool	1
	4	Groundskeeper	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	2
	4	Information technology Business/Technical Analyst II- Customer Relationship Management	2
	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 - Health Occupations -Dental	1
	4	Instructional Assistant - Mechanical Electrical Technology	1
	4	Instructional Assistant - Theatre Music	1
	4	Instructional Assistant- Writing/English/Reading	1
	4	Instructional Laboratory Supervisor - Health Programs	1
	4	Instructional Services Assistant II	2
	4	Interior Design Assistant Professor	1
	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	

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Los Rios Community College District	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
	4	Personal Activity (Badminton, Pickleball, Table Tennis) Adjunct Assistant Professor Pool	1
	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	Public Information Officer - Communications	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 - Test Proctor	1
4	Special Projects - Education Coach I	1	

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Los Rios Community College District	4	Special Projects - Education Coach II	1
	4	Special Projects - Emergency Medical Technician Assistant	1
	4	Special Projects - Events Coordinator	1
	4	Special Projects - Events Coordinator	1
	4	Special Projects - Open Educational Resources Specialist	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
	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

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Sacramento Children's Home	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	Assistant In-House Legal Counsel	1
	4	Campus Monitor	1
	4	Coordinator II, Curriculum & Instruction History-Social Science	1
	4	Coordinator II, Health Services	1
	4	Coordinator II, Student Information Systems @ Technology Services -	1
	4	Coordinator III, Curriculum & Instruction - Science	1
	4	Custodian	1
	4	Custodian, Special Education	4
	4	Director III, Summer School and Extended Learning Opportunities	1
	4	Fiscal Services Technician I at Accounting Services	1
	4	Food Service Assistant	29
	4	Food Service Assistant at Nutrition Services	15
	4	Health Aide at Health Services	1
	4	In-House Counsel	1
	4	Instructional Aid	3
	4	Instructional Aid -Special Education	5
	4	Instructional Aide Special Ed at Bowling Green McCoy	1
	4	Instructional Aide Special Ed at Theodore Judah	2
	4	Instructional Aide, Special Ed at Special Education	3
	4	School Nurse, Special Education	7
	4	School Plant Operations Manager I	3
	4	School Social Worker, Special Education	2
	4	School Social Worker, Student Support & Health Services	5
	4	Speech-Language Pathology Assistant at Special Education	3
	4	Substitute Campus Monitor	1
	4	Substitute Children Center Aide	1
	4	Substitute Clerical	1
4	Substitute Custodian	1	

SETA- Employer Activity Report

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Sacramento City Unified School District	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
Southgate Recreation and Park District	9	Parks Maintenance	3
Tesla	1	Production Associates	200
	9	Bilingual Healthcare Customer Service Representative - Arabic-English	50

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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			1,800

ITEM-V-C-INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2022/2023

The following is an update of information as of April 14, 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
Blue Shield of CA 3300 Zinfandel Dr. Rancho Cordova, CA 95670	Healthcare	1/25/2023	Permanent	24	Rancho Cordova, 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
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
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

Dislocated Worker Information PY 2022/2023

The following is an update of information as of April 14, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
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 V-D - INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of February was 4.5%.

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

Staff will be available to answer questions.

PRESENTER: Roy Kim

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

Contact: Cara Welch
 (916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Total jobs in the Sacramento region up 7,600 over the month and up 28,600 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.3 percent in February 2023, unchanged from a revised 4.3 percent in January 2023, and below the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.7 percent in Placer County, 4.5 percent in Sacramento County, and 5.0 percent in Yolo County.

Between January 2023 and February 2023, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,600 to total 1,081,200 jobs.

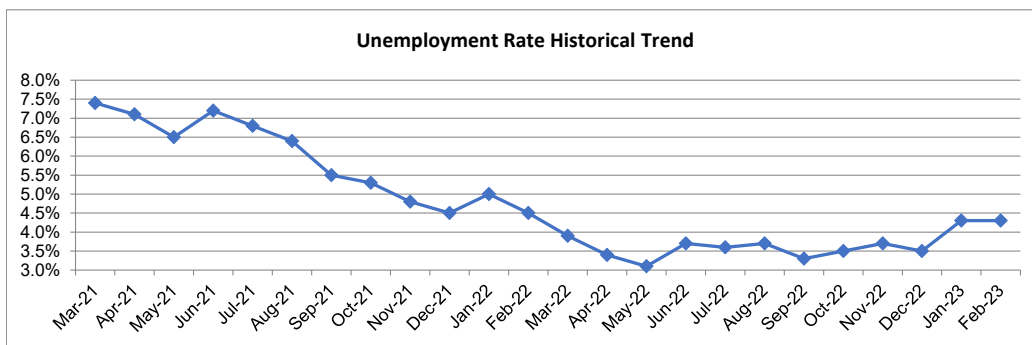
- Construction led employment growth over the month, adding 4,300 jobs after shedding 5,400 jobs in January. Specialty trade contractors (up 3,400 jobs) accounted for 79 percent of the growth. Construction of buildings grew by 400 jobs.
- Over the month, private education and health services rose by 2,000 jobs. Healthcare and social assistance added 1,300 jobs, while private educational services picked up 700 jobs.
- Government payrolls continued to trend up in February with a gain of 1,100 jobs. Employment additions were spread across local government (up 800 jobs), state government (up 200 jobs), and federal government (up 100 jobs).
- On the downside, trade, transportation, and utilities experienced a normal seasonal decline with the loss of 1,400 jobs. Employment declines were reported in retail trade (down 1,000 jobs) and transportation, warehousing, and utilities (down 400 jobs). Wholesale trade remained unchanged.

Between February 2022 and February 2023, total jobs in the region increased by 28,600 or 2.7 percent.

- Private education and health services led the region in year-over gains with an increase of 11,200 jobs. Within the industry, healthcare and social assistance rose by 9,900 jobs, while private educational services added 1,300 jobs.
- Professional and business services advanced by 7,500 jobs. Job growth occurred in professional, scientific, and technical services (up 7,400 jobs) and management of companies and enterprises (up 400 jobs). These gains offset a loss in administration and support and waste services, which shed 300 jobs.
- Government employment expanded by 6,800 jobs when compared to last February. Local government (up 5,400 jobs) and state government (up 1,700 jobs) were responsible for the expansion. Federal government declined by 300 jobs.
- Meanwhile, four industries reported year-over declines: construction (down 4,200 jobs), financial activities (down 600 jobs), information (down 200 jobs), and trade, transportation, and utilities (down 100 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.3 percent in February 2023, unchanged from a revised 4.3 percent in January 2023, and below the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.7 percent in Placer County, 4.5 percent in Sacramento County, and 5.0 percent in Yolo County.



Industry	Jan-2023	Feb-2023	Change		Feb-2022	Feb-2023	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,073,600	1,081,200	7,600		1,052,600	1,081,200	28,600
Total Farm	7,100	7,500	400		7,200	7,500	300
Total Nonfarm	1,066,500	1,073,700	7,200		1,045,400	1,073,700	28,300
Mining, Logging, and Construction	67,800	72,100	4,300		76,300	72,100	(4,200)
Mining and Logging	500	500	0		500	500	0
Construction	67,300	71,600	4,300		75,800	71,600	(4,200)
Manufacturing	39,800	39,800	0		39,100	39,800	700
Trade, Transportation & Utilities	170,700	169,300	(1,400)		169,400	169,300	(100)
Information	10,400	10,200	(200)		10,400	10,200	(200)
Financial Activities	51,800	51,800	0		52,400	51,800	(600)
Professional & Business Services	149,600	149,900	300		142,400	149,900	7,500
Private Education and Health Services	180,900	182,900	2,000		171,700	182,900	11,200
Leisure & Hospitality	108,900	109,900	1,000		105,000	109,900	4,900
Other Services	36,900	37,000	100		34,700	37,000	2,300
Government	249,700	250,800	1,100		244,000	250,800	6,800

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

Data Not Seasonally Adjusted

	Feb 22	Dec 22	Jan 23	Feb 23	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,120,600	1,128,800	1,126,600	1,135,900	0.8%	1.4%
Civilian Employment	1,070,700	1,089,800	1,078,000	1,086,600	0.8%	1.5%
Civilian Unemployment	49,900	39,000	48,700	49,300	1.2%	-1.2%
Civilian Unemployment Rate	4.5%	3.5%	4.3%	4.3%		
(CA Unemployment Rate)	5.0%	3.9%	4.6%	4.8%		
(U.S. Unemployment Rate)	4.1%	3.3%	3.9%	3.9%		

Total, All Industries (2)	1,052,600	1,084,400	1,073,600	1,081,200	0.7%	2.7%
Total Farm	7,200	7,900	7,100	7,500	5.6%	4.2%
Total Nonfarm	1,045,400	1,076,500	1,066,500	1,073,700	0.7%	2.7%
Total Private	801,400	832,500	816,800	822,900	0.7%	2.7%
Goods Producing	115,400	113,500	107,600	111,900	4.0%	-3.0%
Mining, Logging, and Construction	76,300	73,200	67,800	72,100	6.3%	-5.5%
Mining and Logging	500	500	500	500	0.0%	0.0%
Construction	75,800	72,700	67,300	71,600	6.4%	-5.5%
Construction of Buildings	15,000	15,200	14,800	15,200	2.7%	1.3%
Specialty Trade Contractors	53,000	50,200	46,100	49,500	7.4%	-6.6%
Building Foundation & Exterior Contractors	14,400	13,200	11,900	13,100	10.1%	-9.0%
Building Equipment Contractors	22,000	21,000	19,400	20,500	5.7%	-6.8%
Building Finishing Contractors	11,400	11,000	10,300	11,100	7.8%	-2.6%
Manufacturing	39,100	40,300	39,800	39,800	0.0%	1.8%
Durable Goods	24,900	26,300	25,900	25,800	-0.4%	3.6%
Computer & Electronic Product Manufacturing	4,200	4,600	4,400	4,400	0.0%	4.8%
Nondurable Goods	14,200	14,000	13,900	14,000	0.7%	-1.4%
Food Manufacturing	5,300	5,500	5,500	5,500	0.0%	3.8%
Service Providing	930,000	963,000	958,900	961,800	0.3%	3.4%
Private Service Providing	686,000	719,000	709,200	711,000	0.3%	3.6%
Trade, Transportation & Utilities	169,400	174,400	170,700	169,300	-0.8%	-0.1%
Wholesale Trade	28,200	28,400	28,300	28,300	0.0%	0.4%
Merchant Wholesalers, Durable Goods	16,300	16,000	16,100	16,100	0.0%	-1.2%
Merchant Wholesalers, Nondurable Goods	10,300	10,700	10,600	10,600	0.0%	2.9%
Retail Trade	100,700	103,200	100,700	99,700	-1.0%	-1.0%
Motor Vehicle & Parts Dealer	15,400	15,200	15,100	15,200	0.7%	-1.3%
Building Material & Garden Equipment Stores	9,200	8,900	8,600	8,700	1.2%	-5.4%
Grocery and Convenience Retailers	20,100	20,600	20,500	20,400	-0.5%	1.5%
General Merchandise Retailers	20,200	21,600	20,400	20,100	-1.5%	-0.5%
Health and Personal Care Retailers	5,600	5,800	5,600	5,400	-3.6%	-3.6%
Clothing, Clothing Accessories, Shoe, and Jew	6,300	7,200	6,700	6,400	-4.5%	1.6%
Sporting Goods, Hobby, Musical Instrument, B	11,000	11,700	11,400	11,300	-0.9%	2.7%
Transportation, Warehousing & Utilities	40,500	42,800	41,700	41,300	-1.0%	2.0%
Information	10,400	10,600	10,400	10,200	-1.9%	-1.9%
Publishing Industries	2,400	2,500	2,500	2,400	-4.0%	0.0%
Telecommunications	2,800	2,700	2,700	2,600	-3.7%	-7.1%
Financial Activities	52,400	52,800	51,800	51,800	0.0%	-1.1%
Finance & Insurance	33,900	33,100	32,900	33,000	0.3%	-2.7%
Credit Intermediation & Related Activities	10,300	9,700	9,700	9,700	0.0%	-5.8%
Depository Credit Intermediation	5,700	5,800	5,800	5,800	0.0%	1.8%
Nondepository Credit Intermediation	2,600	2,200	2,200	2,100	-4.5%	-19.2%
Insurance Carriers & Related	20,100	20,100	19,800	19,900	0.5%	-1.0%
Real Estate & Rental & Leasing	18,500	19,700	18,900	18,800	-0.5%	1.6%
Real Estate	15,100	15,900	15,200	15,200	0.0%	0.7%
Professional & Business Services	142,400	150,800	149,600	149,900	0.2%	5.3%
Professional, Scientific & Technical Services	65,800	71,600	71,800	73,200	1.9%	11.2%
Architectural, Engineering & Related Services	10,800	11,300	11,300	11,400	0.9%	5.6%
Management of Companies & Enterprises	12,900	13,200	13,200	13,300	0.8%	3.1%
Administrative & Support & Waste Services	63,700	66,000	64,600	63,400	-1.9%	-0.5%
Administrative & Support Services	60,400	62,500	61,100	60,000	-1.8%	-0.7%
Employment Services	22,000	23,200	22,200	21,800	-1.8%	-0.9%

Data Not Seasonally Adjusted

	Feb 22	Dec 22	Jan 23	Feb 23	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings & Dwellings	18,500	19,700	19,300	19,100	-1.0%	3.2%
Private Education and Health Services	171,700	181,700	180,900	182,900	1.1%	6.5%
Private Educational Services	13,300	14,300	13,900	14,600	5.0%	9.8%
Health Care & Social Assistance	158,400	167,400	167,000	168,300	0.8%	6.3%
Ambulatory Health Care Services	57,700	61,200	60,900	61,000	0.2%	5.7%
Hospitals	25,900	26,300	26,200	26,600	1.5%	2.7%
Nursing & Residential Care Facilities	16,200	17,300	17,300	17,900	3.5%	10.5%
Leisure & Hospitality	105,000	111,000	108,900	109,900	0.9%	4.7%
Arts, Entertainment & Recreation	16,500	19,000	18,900	19,300	2.1%	17.0%
Accommodation & Food Services	88,500	92,000	90,000	90,600	0.7%	2.4%
Accommodation	8,400	9,200	9,300	9,400	1.1%	11.9%
Food Services & Drinking Places	80,100	82,800	80,700	81,200	0.6%	1.4%
Restaurants	75,800	77,900	75,600	75,800	0.3%	0.0%
Full-Service Restaurants	32,800	34,200	32,700	31,800	-2.8%	-3.0%
Limited-Service Eating Places	43,000	43,700	42,900	44,000	2.6%	2.3%
Other Services	34,700	37,700	36,900	37,000	0.3%	6.6%
Repair & Maintenance	10,600	10,700	10,600	10,700	0.9%	0.9%
Government	244,000	244,000	249,700	250,800	0.4%	2.8%
Federal Government	14,400	14,200	14,000	14,100	0.7%	-2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	229,600	229,800	235,700	236,700	0.4%	3.1%
State Government	128,300	124,100	129,800	130,000	0.2%	1.3%
State Government Education	27,100	23,000	28,200	27,900	-1.1%	3.0%
State Government Excluding Education	101,200	101,100	101,600	102,100	0.5%	0.9%
Local Government	101,300	105,700	105,900	106,700	0.8%	5.3%
Local Government Education	56,600	57,900	58,400	58,100	-0.5%	2.7%
Local Government Excluding Education	44,700	47,800	47,500	48,600	2.3%	8.7%
County	19,100	19,400	19,600	19,700	0.5%	3.1%
City	9,500	10,000	9,700	10,000	3.1%	5.3%
Special Districts plus Indian Tribes	16,100	18,400	18,200	18,900	3.8%	17.4%

Notes:

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

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

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

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

REPORT 400 C
Monthly Labor Force Data for Counties
February 2023 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,464,000	18,526,400	937,600	4.8%
ALAMEDA	8	832,300	801,300	31,000	3.7%
ALPINE	31	640	600	40	5.7%
AMADOR	28	14,440	13,640	800	5.5%
BUTTE	30	93,400	88,200	5,200	5.6%
CALAVERAS	18	22,360	21,390	970	4.3%
COLUSA	58	10,440	8,520	1,910	18.3%
CONTRA COSTA	13	555,800	534,000	21,800	3.9%
DEL NORTE	33	9,210	8,670	550	5.9%
EL DORADO	14	94,400	90,600	3,800	4.0%
FRESNO	47	466,800	428,900	37,900	8.1%
GLENN	41	13,070	12,190	880	6.7%
HUMBOLDT	23	60,000	57,200	2,800	4.7%
IMPERIAL	57	71,700	60,500	11,200	15.6%
INYO	16	8,310	7,970	340	4.1%
KERN	50	399,200	363,500	35,700	8.9%
KINGS	52	58,800	53,400	5,400	9.2%
LAKE	35	28,660	26,890	1,780	6.2%
LASSEN	35	9,200	8,630	570	6.2%
LOS ANGELES	27	5,042,700	4,777,500	265,200	5.3%
MADERA	47	67,000	61,600	5,400	8.1%
MARIN	3	131,900	127,800	4,100	3.1%
MARIPOSA	41	7,190	6,710	480	6.7%
MENDOCINO	26	37,320	35,360	1,950	5.2%
MERCED	54	117,600	105,200	12,400	10.5%
MODOC	49	3,150	2,870	280	8.8%
MONO	12	8,930	8,590	340	3.8%
MONTEREY	53	221,600	200,600	21,000	9.5%
NAPA	8	71,700	69,100	2,700	3.7%
NEVADA	14	49,000	47,010	1,980	4.0%
ORANGE	5	1,606,500	1,551,400	55,100	3.4%
PLACER	8	195,900	188,700	7,200	3.7%
PLUMAS	56	7,130	6,360	770	10.8%
RIVERSIDE	19	1,158,100	1,105,500	52,500	4.5%
SACRAMENTO	19	735,500	702,700	32,800	4.5%
SAN BENITO	38	33,100	31,000	2,100	6.4%
SAN BERNARDINO	19	1,013,600	968,100	45,400	4.5%
SAN DIEGO	8	1,610,800	1,551,000	59,800	3.7%
SAN FRANCISCO	2	577,800	561,100	16,700	2.9%
SAN JOAQUIN	38	350,300	328,000	22,300	6.4%
SAN LUIS OBISPO	5	139,600	134,800	4,700	3.4%
SAN MATEO	1	457,500	444,900	12,600	2.8%
SANTA BARBARA	19	225,200	215,000	10,200	4.5%
SANTA CLARA	3	1,051,400	1,018,800	32,600	3.1%
SANTA CRUZ	41	134,700	125,700	9,000	6.7%
SHASTA	32	74,100	69,900	4,300	5.8%
SIERRA	34	1,280	1,200	80	6.0%
SISKIYOU	46	16,500	15,220	1,270	7.7%
SOLANO	23	203,500	193,900	9,600	4.7%
SONOMA	7	250,700	241,700	9,000	3.6%
STANISLAUS	40	244,500	228,300	16,200	6.6%
SUTTER	51	46,800	42,600	4,200	9.0%
TEHAMA	37	25,640	24,020	1,620	6.3%
TRINITY	44	4,430	4,130	300	6.8%
TULARE	55	212,700	190,000	22,600	10.6%
TUOLUMNE	28	19,940	18,840	1,100	5.5%
VENTURA	16	417,700	400,600	17,100	4.1%
YOLO	25	110,200	104,600	5,500	5.0%
YUBA	45	32,200	29,900	2,300	7.2%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2022 benchmark and Census Vintage 2021 population controls at the state level, April 27, 2023

ITEM V-E-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



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

- 3/6/23 - Alder Grove ELC closed due to staffing issues.
- 3/20/23 - Fruitridge closed due to broken water main.
- 3/22/23 - Grizzly Gollow EHS closed due to staffing issues.
- 3/24/23 - Grizzly Gollow EHS closed due to staffing issues.
- 3/28/23 - Norma Johnson Class B closed due to staffing issues.
- 3/30/23 - Homebase had a field trip to the Zoo, we made them 80 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	40,550	34,940	35,472	1
Total Amount of Meals and Snacks Prepared				111,042
Purchases:				
Food	\$138,583.21			
Non - Food	\$19,881.49			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$94.95	
Vehicle Gas / Fuel:			\$2,369.89	
Normal Delivery Days			21	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 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	197	12%	660	128	19%
Twin Rivers USD	160	45	28%	56	2	4 %
Elk Grove USD	480	107	22%			
Sac City USD	676	97	14%			
San Juan USD	1044	81	8%	164	9	5%
WCIC	120	6	7%			
COUNTY TOTAL	4176	535	13%	880	139	16%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (3/31/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	442	0	92%
Sacramento City USD	676	670	0	99%
San Juan USD	1,044	776	240 (97%)	74%
SETA	1,696	1542	62 (94%)	91%
Twin Rivers USD	160	157	0	98%
WCIC/Playmate	120	80	40 (100%)	66%
Total	4,176	3,667	332 (95%)	88%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (03/31/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	159	0	96%
SETA	660	614	4 (94%)	93%
Twin Rivers USD	56	28	24 (88%)	50%
Total	880	801	24 (94%)	91%

- (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

- Under enrollment is affected by staffing shortage. EGUSD Head Start Program has 11 vacant positions, in 10 classes across 7 sites.
- Due to our staffing shortage, our Program Educators and Office Assistants are currently working through the waitlist to identify eligible families. Many of the eligible families who have been contacted to enroll often opt to remain on the waitlist if their preferred school site is not available.

Sacramento City USD

- Under enrolled by 12 students. Currently enrollments are being processed to meet goal of 100% at all sites by mid-April.

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.
- 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 and 95610 are experiencing low enrollment inquiry.

SETA

- The following sites have classroom(s) capped due to limited staff: Alder ELC; Bright Beginnings; Florin Grammar; Hiram; Northview - totaling 62 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: Morey; Oakdale; Rio Linda; Village- totaling 24 enrollment slots.

WCIC/Playmate

- Limited staffing in the following positions that support classroom ratio and enrollment: 2 Teachers, 2 Associated Teachers.
- The following classroom(s) remain closed due to limited staff: 1601W and 1601Y- totaling 40 enrollment slots.
- Reduction in eligible families within neighborhood surrounding Oak Park due to changes in community demographics over the past year.

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.
- 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

- Attending community events and collaborating with the Recruitment Task Force and Enrollment Team, while going out into the community to connect with a variety of organizations.
- Organizing a variety of advertisement ideas: Communications Department and Matriculation and Orientation Center (MOC) to have preschool flyer's created in multiple languages. Upcoming community event on Saturday, April 15, 2023.
- On boarded dual language Child Development Specialist, we are now able to assist more Spanish speaking families.
- Following up with families on wait list to inform them of classroom openings that becomes available.

San Juan USD

- ECE ERSEA Admin and team is plotting priority zip code data to ensure we have centers in needy areas.
- Home-Based socializations are happening at various library and community spaces to showcase our program and information is being distributed to non-attending families.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Cal JOBS, ZipRecruiter, Indeed. Employment offers were accepted during March for the following positions: 1 Teacher; 2 Associate Teachers; 2 Family Services Worker.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: LGBTQ Center Job Fair and 3rd Annual Dana Maeshia Resource Fair, which 10 interest forms were completed by families to inquire of Head Start services. Recruitment flyers were delivered to Avala Pediatrics, Carmichael Pediatrics, Tetteh Pediatrics Health, and Sacramento Library Play & Learn.

Twin Rivers USD

- Scheduling appointments for re-enroll confirmation and new enrollments for 23-24 school year.
- Using marquee sign in the front of school site to increase awareness of Early Head Start openings.

WCIC/Playmate

- SETA provided list of families that completed on-line inquires within the 95817-zip code to support recruitment.
- Enrollment recruitment flyers provided to Oak Park Community Health Center.
- During parent conferences, teachers are informing families of openings and providing flyers to share with family and friends.

ITEM VI - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.
The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.
- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.
- C. DEPUTY DIRECTORS' REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.
- D. COUNSEL'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.