



Sacramento  
Employment and  
Training  
Agency

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**GOVERNING BOARD**

**ERIC GUERRA**  
Vice Mayor  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**RICH DESMOND**  
Board of Supervisors  
County of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**MAI VANG**  
Mayor Pro Tem  
City of Sacramento

**D'ET SAURBOURNE**  
Interim 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, October 5, 2023

**TIME:** 10:00 a.m.

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

**ZOOM LOCATION:**

<https://us02web.zoom.us/j/83430158762?pwd=aVpGZUthRUNiV0xkVU5VdHZKMjNaZz09>

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,,83430158762# US (San Jose). Meeting ID: 834 3015 8762.

Passcode: 812215. Find your local number:

<https://us02web.zoom.us/j/83430158762?pwd=aVpGZUthRUNiV0xkVU5VdHZKMjNaZz09> Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Anzhelika.Simonenkova@seta.net](mailto: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](mailto: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](http://www.seta.net).

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

# A G E N D A

## 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 September 7, 2023 Regular Board Meeting 1-8
  - B. Approval of Claims and Warrants 9
  - C. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2024 10-11
  - D. Approval of Out of State Travel to Attend the 2023 Region 9 Head Start Association Family Engagement and Cultural Effectiveness Conference 12-13
- IV. **Action Items**
  - A. **GENERAL ADMINISTRATION/SETA:**
    1. Approval of Appointments to the Sacramento Works Board (Roy Kim) 14-15
    2. Approval of Recommendations for Amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement (Legal Counsel) 16-18
  - B. **WORKFORCE DEVELOPMENT DEPARTMENT:**  
General/Discretionary: No Items  
Community Services Block Grant: No Items  
One Stop Services: No Items  
Refugee Services: No Items
  - C. **CHILDREN AND FAMILY SERVICES:**
    1. Approval to Change Head Start Program Approach for the Program Year 2023-2024 (Karen Griffith) 19-21

**V. Information Items**

- A. Fiscal Monitoring Reports (Mario Maslac) 22-26
- Pivot Sacramento
  - City of Sacramento, Department of Parks and Recreation
- B. Employer Success Stories and Activity Report (William Walker) 27-31
- C. Dislocated Worker Update (William Walker) 32-34
- D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) 35-40
- E. Head Start Reports (Karen Griffith) 41-46

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- A. Chair
- B. Interim Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

**VII. Adjournment**

**DISTRIBUTION DATE: Thursday, September 28, 2023**

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 7, 2023  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 7, 2023 meeting for your review.

RECOMMENDATION:

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

PRESENTER: D'et Saurbourne

**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, September 7, 2023  
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:06 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento  
Sophia Scherman, Member, Public Representative  
Patrick Kennedy, Chair, Board of Supervisors  
Rich Desmond, Member, Board of Supervisors (*arrived and seated at 10:13 a.m.*)  
Eric Guerra; Vice Mayor, City of Sacramento

Members Absent:

**II. Consent Items**

- A. Approval of Minutes of the August 3, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of the Submission of the Student Training and Employment Program (STEP) Application to the California Department of Rehabilitation and Authorization for the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source
- E. Approval to Modify Greater Sacramento Urban League's Vendor Services Contract

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

- A. Approval of Minutes of the August 3, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants

- C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of the Submission of the Student Training and Employment Program (STEP) Application to the California Department of Rehabilitation and Authorization for the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source
- E. Approval to Modify Greater Sacramento Urban League's Vendor Services Contract

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA:**

1. Approval of Recommendations of Amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement

Legal Counsel reviewed the item. He advised that based on the previous discussions with respect to the appointment process for the SETA Executive Director, and consistent with those discussions, an amendment to the Joint Powers Agreement (JPA) was drafted for the Board's consideration. The proposed amendment provides that the SETA Governing Board would be responsible for the hiring and firing of any SETA Executive Director in the future.

Legal Counsel explained that the second provision is to increase the threshold for the purchasing of goods and services. The current threshold has been set at \$100,000 and requires the Board of Supervisors and the City Council approval for the purchase of any goods and services over the threshold amount. This contracting limitation has never been increased, notwithstanding substantial inflation since the agency's inception. In 1994, the federal government implemented a new "Simplified Acquisition Threshold" ("SAT") that periodically adjusts for inflation and permits the acquisition of goods and services through a simplified procurement procedure. Originally set at \$100,000 in 1994 (the same as SETA's JPA limitation at the time), the SAT has been periodically adjusted to its current level of \$250,000 and may be periodically adjusted in the future. The Administrative Services Deputy Director has advised that utilization of the SAT for the purchase of goods and services would permit SETA to follow federal procurement guidance and obviate the need for City Council and Board of Supervisors approval. As a result, staff and Legal Counsel propose that Section 21(4) be amended to read as follows:

(4) "Contracts for goods or services the cost of which exceeds the federal Simplified Acquisition Threshold as it may be periodically adjusted by the

federal government from time to time."

If approved today, the recommendations for Amendment to the Joint Powers Agreement will go to the City Council and Board of Supervisors for final approval, and then it would be amended and filed with the State of California.

Supervisor Kennedy stated that the Amendment to the Joint Powers Agreement regarding the appointment of the SETA Executive Director would add transparency to the hiring process and give this Board and the public a greater say in the agency's leadership.

Mr. Fabrizio Sasso with the Sacramento Central Labor Council, a Sacramento Works Board Member, spoke on the item. He stated that the current structure has existed since the inception of SETA over forty-five years ago and seems to work at this time. It ensures accountability, transparency, oversight, and equal distribution of authority between the City and the County. Mr. Sasso asked the Board to consider how the JPA is currently structured in relation to employee morale. Under the administration of the current Executive Director, morale has improved and positive changes have been seen in workforce development. He stated that unless there is a significant problem with the current JPA structure identified, he believes there is no reason for an amendment regarding the appointment of an Executive Director. He suggested creating transparency without significantly changing the JPA's structure. Mr. Sasso asked the Board to postpone this item and have conversations with labor partners, the community, and each of the respective government agencies, the Sacramento City Council, and the Sacramento County Board of Supervisors.

Supervisor Desmond arrived and was seated at 10:13 a.m.

Mr. Kevin Brown, CEO of People Working Together, a SETA vendor, spoke on the item. He stated that as it relates to the workforce system, delivering services to marginalized communities and establishing livable wage jobs with other employment sectors, he was concerned that the proposed change to the JPA in selecting the Executive Director may not deliver the outcomes that are necessary in order for the Board to continue serving the Capital Region. Mr. Brown asked the Board to postpone this item at this time.

Vice Mayor Guerra thanked the Chair, Supervisor Kennedy, for bringing forward the discussion about the governing structure. He motioned to postpone this item, without prejudice, until further notice to allow time for deeper conversation regarding the proposed amendment.

Mayor Pro Tem Vang thanked the Chair for bringing this item forward with the help of Legal Counsel and those who spoke today. She acknowledged the importance of modernizing charters. She also stated that if the Board is going to make a significant change to the governance structure, more time to discuss is

needed. Mayor Pro Tem Vang supported Vice Mayor Guerra's motion to postpone this item without prejudice. Additionally, conducting a thorough listening session with SETA employees was suggested.

Representative Scherman did not support the motion to postpone this item. She encouraged hiring qualified candidates from within the organization and moving forward with this item as written.

Supervisor Desmond stated that he is inclined to support this item as he believes that SETA is an anomaly in terms of the involvement of the governing body in selecting the Executive Director. However, being sensitive to the concerns brought up by Vice Mayor Guerra and Mayor Pro Tem Vang, he supported postponing this item to allow more time for discussions.

Moved/Kennedy, second/Scherman, to support the staff recommendation and approve the amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement to revise procedures for Appointment of the Executive Director and increase the authority of SETA to contract for goods and services up to the amount of the federal Simplified Acquisition Threshold, and authorize staff and Legal Counsel to present the proposed amendments to the Sacramento County Board of Supervisors and the Sacramento City Council for review and approval.

Roll call vote:

Aye: 2 (Kennedy, Scherman)

Nay: 2 (Vang, Guerra)

Abstention: 1 (Desmond)

Absent: 0

The motion failed.

Moved/Guerra, second/Vang, to postpone this item without prejudice until a later date.

Roll call vote:

Aye: 3 (Vang, Guerra, Desmond)

Nay: 2 (Kennedy, Scherman)

Abstention: 0

Absent: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT:**

General/Discretionary: No items

Community Services Block Grant: No items

One Stop Services: No items

Refugee Services:

1. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) and RSS Set-Aside Grant Programs, Program Year (PY) 2023-2024

Ms. O’Camb introduced herself and reviewed the item. She advised that the new funding year for RSS and RSS Set-Aside Grant Programs begins on October 1, 2023, and ends on September 30, 2024. Service providers were solicited through a Request for Proposals (RFP) released on May 1, 2023. On June 16, 2023, SETA received twenty-two proposals submitted by eleven applicant agencies in response to the RFP, requesting \$10,455,595 in funding. Although final allocations for federal fiscal year 2024 RSS and RSS Set-Aside awards from the state are yet to be received, preliminary estimates, including identified carryover funds from this fiscal year, indicate the total funds available for allocation will be \$8,640,696 to serve approximately 2,459 refugees in SETA’s employment and acculturation programs in PY 2023-2024. The funding recommendation is based on the respondents proposals, their past performance, and considering geographic diversification and high-volume program entry points of priority populations. If approved today, issuance of the awards will be contingent upon final allocations received from the state. The additional support service awards are made to RSS providers to provide housing, utilities, and technology support, including computer equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or access to digital literacy, to enrolled clients.

Moved/Scherman, second/Desmond, to approve staff funding recommendations for the Refugee Support Services (RSS) and RSS Set-aside programs, PY 2023-2024, as indicated in the attached funding charts and with the following stipulations:

- 1) If the final allocations for RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionally;
- 2) If the final allocations for RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation;
- 3) VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed in need of English language training;
- 4) All VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator budgets must include a minimum allocation of 5 percent for supportive services;
- 5) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day from October 1, 2023 through September 30, 2024;
- 6) Participants in Match Grant employment services provided by the International

Rescue Committee or World Relief are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

Aye: 5 (Vang, Guerra, Desmond, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 0

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

**IV. Information Items**

- A. Uptown Studios Presentation/Update on Re-Branding/Logo Revamp:  
Ms. Reynolds and Ms. Michienzi from Uptown Studios presented on SETA re-branding and the new SETA logo.

Ms. Hernandez advised that Uptown will prioritize updating the new logo on electronic and digital materials. The timeline is currently being finalized.

Vice Mayor Guerra requested an individual follow-up on the sub-logos design.

- B. Employer Success Stories and Activity Report: No Questions
- C. Dislocated Worker Update: No Questions
- D. Unemployment Update/Press Release from the Employment Development Department: No Questions
- E. Head Start Reports:  
Vice Mayor Guerra requested a compliance update for Sacramento City Unified School District.

Ms. Griffith advised that as of last week, there is a new Assistant Superintendent of Early Learning and Care, E'leva Hughes Gibson. SETA plans to meet with Dr. Gibson and Ms. Lisa Allen to discuss contract changes shortly.

Supervisor Kennedy requested to continue being informed of any updates in this regard.

**V. Reports to the Board**

- A. Chair: No Report
- B. Executive Director:

Ms. Hernandez advised the Board on her last day with the Agency – September 15, 2023. She stated that during her time with SETA, she tackled the following pressing issues in a significant way: employees feeling undervalued, concerns about the hiring process, and a sense of disconnect from SETA's work and community awareness. Ms. Hernandez shared that norms of engagement with staff, like the open-door concept and coffee chats, were invented. She was proud of the All Staff Meeting held on September 4, 2023. The team felt joyful and passionate about the work that they do. Ms. Hernandez appreciated the staff and community partners' hard work and commitment. She was thankful for being allowed to serve as SETA's Executive Director and was honored to be the first Latina to serve in this role and represent the community.

The Members of the Governing Board thanked Ms. Hernandez for her service.

- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board:

Mayor Pro Tem Vang announced the Job Fair at South Sacramento, Florin light rail station, co-hosted by Councilmember Maple, and in partnership with SETA, on October 11, 2023, from 11:00 a.m. – 3:00 p.m. She thanked SETA staff for partnering and helping with the event.

Vice Mayor Guerra commented on the importance of an implementation position for economic development projects, specifically on Aggie Square, during the leadership transition at SETA.

Ms. Hernandez assured that the new Interim Executive Director, effective September 16, Ms. D'et Saurbourne – current Administrative Services Deputy Director, and SETA Workforce Department leadership, will continue efforts to support Aggie Square and other economic development projects.

- F. Public: None
- VI. **Adjournment:** The meeting adjourned at 11:06 a.m.

ITEM III-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

D'et Saurbourne, Interim Executive Director, has reviewed the claims for the period 8/28/2023 through 9/25/2023, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 8/28/2023 through 9/25/2023.

PRESENTER: D'et Saurbourne

ITEM III-C-CONSENT

APPROVAL OF RETIREE MEDICAL INSURANCE SUBSIDY  
FOR CALENDAR YEAR 2024

BACKGROUND:

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

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

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

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

For calendar years 2010 - 2023, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

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

ITEM III-C-CONSENT (continued)

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Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$12,960 for 11 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2024.

PRESENTER: Mario Maslac

ITEM-III-D-CONSENT

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE  
2023 REGION 9 HEAD START ASSOCIATION FAMILY ENGAGEMENT AND  
CULTURAL EFFECTIVENESS CONFERENCE

BACKGROUND:

SETA recently applied to be part of a year-long Community of Practice (CoP) focusing on Supporting School Readiness and Success of Young African American Boys. SETA was one of 12 programs selected to participate throughout Region 9 (California, Arizona, Nevada and Hawaii and the Samoan Islands).

The purpose of the CoP is to support programs in implementing a culturally responsive, strength-based program focused on efforts to address the school readiness needs of African American boys and families. Successful implementation of a culturally responsive, strength-based program will require systematic implementation, and ongoing self-evaluation Training, technical assistance and additional support will be provided to align the model with program policies, practices, and goals.

The kick-off and launch of the CoP will occur at the Region 9 Head Start Association Family Engagement and Cultural Effectiveness. Cynthia Yao, Regional Program Manager for the Office of Head Start has made attendance at this launch a requirement of SETA's participation in the CoP. (See notification)

In alignment with the CoP guidance, the Children and Family Services (CFS) staff recommends sending three (3) staff (Education/ Family Engagement) and one (1) parent as representatives of SETA's Community of Practice team to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference in Honolulu, Hawaii during the week of October 24-27, 2023. Anticipated costs are approximately \$3000 per persons and will cover travel, lodging and per diem.

RECOMMENDATION:

Approve out of state travel to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference

PRESENTER: Karen Griffith



Office of Head Start  
Region IX  
90 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

Karen Griffith, Deputy Director  
Sacramento Employment & Training Agency (SETA)  
925 Del Paso Blvd. Suite 100  
Sacramento, CA 95815-3568

Dear Ms. Karen Griffith,

The Office of Head Start Region IX is pleased to inform you that Sacramento Employment and Training Agency's (SETA) application has been reviewed and selected to participate in the Region 9 Supporting School Readiness Success of Young African American Boys (SSRSYAAB)! We are very excited to bring this pilot program and opportunity for you to engage in a Community of Practice (CoP) focused on supporting your team in implementing a culturally responsive, strength-based approach to addressing the school readiness needs of African American boys and their families.

As part of your selection into this CoP, you will be provided with individualized technical assistance in developing an implementation plan as well as opportunities to receive training and technical assistance with other CoP participants through in person and virtual events. The kick-off of the SSRSYAAB CoP is scheduled to occur at the Region 9 Head Start Association Family Engagement and Cultural Effectiveness Conference on October 24-27, 2023 in Honolulu, Hawaii. We are working on a possible pre-conference event tentatively scheduled for the afternoon of October 24<sup>th</sup>. Your team's attendance at this launch is a requirement of your participation in the CoP. Here is a link to register and make hotel reservations for the conference:

<https://www.region9hsa.org/conferences/family-engagement-and-cultural-effectiveness/overview/>

We are currently developing out the schedule for this year-long commitment and plan to share the remaining in person event dates during the kick-off meeting.

If you are no longer interested or unable to attend the required launch, please let us know **no later than Friday, September 8<sup>th</sup>**, so that we can review and accept other interested recipients into this community of practice. Please accept or decline this selection by emailing: Karina Garcia at [karina.garcia@stginternational.com](mailto:karina.garcia@stginternational.com) with your decision. Thank you again for applying and we are looking forward to an exciting new year exploring the integration of school readiness and supports to children and families.

Sincerely,

Cynthia Yao  
Regional Program Manager  
Office of Head Start – Region 9  
90 – 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

## ITEM IV-A-1-ACTION

### APPROVAL OF APPOINTMENTS TO THE SACRAMENTO WORKS BOARD

#### BACKGROUND:

The local Sacramento Works Workforce Development Board (WDB) was formed in early 2016. As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller WDB by setting the size of the WDB 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 WDB. 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 recent departure of Mr. Kevin Ferreira, Sacramento-Sierra Building & Construction Trades Council, there is a vacancy for a Labor representative. Mr. Randy Rojas, the Business Representative for District Council 16 of Northern CA and Nevada and Local 1237 Floor Covering Union, recently submitted an application for appointment to the WDB. His application is being sent under separate cover.

In addition, historically SETA's Executive Director has served as a WDB member in the "Other" category. Due to the departure of SETA's Executive Director, Ms. D'et Saurbourne has been appointed as SETA's Interim Executive Director, and it is necessary to appoint Ms. Saurbourne to fill this vacant seat. Ms. Saurbourne's application is being sent under separate cover.

ITEM IV-A-1-ACTION (continued)  
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RECOMMENDATION:

Review the applications, appoint Mr. Rojas to be a Labor representative, and appoint Ms. Saurbourne to be an “Other” representative on the Sacramento Works Board.

PRESENTER: Roy Kim

## ITEM IV-A-2-ACTION

### APPROVAL OF RECOMMENDATIONS FOR AMENDMENTS TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY JOINT EXERCISE OF POWERS AGREEMENT

#### BACKGROUND:

This matter was continued from the Governing Board's meeting of September 7, 2023 to address issues raised during that meeting regarding the process for appointment of the Executive Director discussed in item 1, below. As was discussed at the September meeting, Staff and Legal Counsel have been investigating the possibility of amending SETA's Joint Exercise of Powers Agreement ("JPA") to address two matters: (1) revising the procedure for appointment of SETA's Executive Director; and (2) increasing the dollar amount of contract authority for the Agency to enter into contracts without first obtaining authorization from the parties. As the only parties to the JPA, the Board of Supervisors and City Council have full authority under the California Joint Exercise of Powers Act (Gov't Code §6500, *et seq.*) to amend the JPA. Staff and Legal Counsel propose that your Board request that the City Council and the Board of Supervisors amend the JPA to address these two issues.

#### **1. Appointment of Executive Director**

Section 3 of SETA's JPA grants the Governing Board the power to employ personnel, subject to specified limitations in Section 14. Section 14 specifically addresses the process utilized by SETA for the selection of the Executive Director and employment of agency staff and provides that:

"14. STAFF. The County Executive of the County of Sacramento and the City Manager of the City of Sacramento shall jointly appoint a Director of the Joint Powers Agency, subject to confirmation by the Board of Supervisors and City Council. The Director shall serve at the pleasure of the appointing authorities and may be removed from office by the County Executive and City Manager, with the approval of the Board of Supervisors and City Council. The Director shall be responsible for carrying out all staff functions for the Agency and shall hire, supervise and may dismiss all authorized staff of the Agency, except legal counsel and staff necessary to perform the services required under Paragraph 17 of this Agreement. No staff of the agency shall have any employment rights within the Parties solely because of service on the staff of the Agency."

In reviewing this matter, Legal Counsel reviewed the agreements of SAFCA, SACOG, the Cable Commission and the Library Authority. A common theme is that the Director is appointed by the JPA governing board and serves at its pleasure. The County Executive has advised Legal Counsel that both she and the City Manager are poised to assist the Governing Board in this process. An alternative approach, that could confirm the continued involvement of the County Executive and City Manager would include language to provide for consultation by the Governing Board with the County Executive and City Manager during the appointment process.

Staff and Legal Counsel propose that your Board consider these two options and select either Option One or Option Two for recommendation to the City Council and Board of Supervisors to amend Section 14 of the JPA to modify the Executive Director selection process.

OPTION ONE.

~~“The Governing Board shall appoint an Executive Director who shall serve at the pleasure of the Governing Board.” County Executive of the County of Sacramento and the City Manager of the City of Sacramento shall jointly appoint a Director of the Joint Powers Agency, subject to confirmation by the Board of Supervisors and City Council. The Director shall serve at the pleasure of the appointing authorities and may be removed from office by the County Executive and City Manager, with the approval of the Board of Supervisors and City Council.~~ The Executive Director shall be responsible for carrying out all staff functions for the Agency and shall hire, supervise, and may dismiss all authorized staff of the Agency, except legal counsel and staff necessary to perform the services required under Paragraph 17 of this Agreement. No staff of the agency shall have any employment rights within the Parties solely because of service on the staff of the Agency.”

OPTION TWO.

~~“The Governing Board, in consultation with the County Executive and City Manager, shall appoint an Executive Director who shall serve at the pleasure of the Governing Board.” County Executive of the County of Sacramento and the City Manager of the City of Sacramento shall jointly appoint a Director of the Joint Powers Agency, subject to confirmation by the Board of Supervisors and City Council. The Director shall serve at the pleasure of the appointing authorities and may be removed from office by the County Executive and City Manager, with the approval of the Board of Supervisors and City Council.~~ The Executive Director shall be responsible for carrying out all staff functions for the Agency and shall hire, supervise, and may dismiss all authorized staff of the

Agency, except legal counsel and staff necessary to perform the services required under Paragraph 17 of this Agreement. No staff of the agency shall have any employment rights within the Parties solely because of service on the staff of the Agency.”

## **2. Contracts for Goods and Services**

Section 21 of the JPA requires review and approval by the parties of several matters including, in Section 21(4): “Contracts for goods or services the cost of which exceeds \$100,000.” This contracting limitation has been in place since the inception of SETA and has never been increased, notwithstanding substantial inflation. In 1994, The federal government implemented a new “simplified acquisition threshold” (“SAT”) that periodically adjusts for inflation and permits acquisition of goods and services through a simplified procurement procedure. Originally set at \$100,000, in 1994 (the same as SETA’s JPA limitation at the time), the SAT has been periodically adjusted to its current level of \$250,000 and may be periodically adjusted in the future. The Administrative Services Deputy Director has advised that utilization of the SAT for the purchase of goods and services would permit SETA to follow federal procurement guidance and obviate the need for City Council and Board of Supervisor consideration and approval of purchases of goods and services that would exceed the current JPA limitation of \$100,000, but would remain below the SAT. To accomplish this result, staff and legal counsel propose that Section 21(4) be amended to read as follows:

(4) “Contracts for goods or services the cost of which exceeds ~~\$100,000~~ the federal Simplified Acquisition Threshold as it may be periodically adjusted by the federal government from time to time.”

Staff and legal counsel will be available to discuss the matter and address any questions that the Board may have at the meeting.

### RECOMMENDATION:

1. Select either Option One or Option Two as the preferred procedure for appointment of the Executive Director.
2. Approve amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement to: (1) revise procedures for Appointment of the Executive Director as provided in the preferred option; and (2) increase the authority of SETA to contract for goods and services up to the amount of the federal Simplified Acquisition Threshold.
3. Authorize staff and legal counsel to present the proposed amendments to the Sacramento County Board of Supervisors and the Sacramento City Council for review and approval.

PRESENTER: Legal Counsel

## ITEM IV-C-1-ACTION

### APPROVAL TO CHANGE HEAD START PROGRAM APPROACH FOR THE PROGRAM YEAR 2023-2024

#### BACKGROUND:

This agenda item provides the opportunity for The Policy Council to approve Program Approach changes for Sacramento City Unified School District (SCUSD) and San Juan Unified School District (SJUSD), both SETA delegate agencies for program year 2023-2024.

With the requested program approach changes for San Juan USD and Sacramento City USD, class-size waivers for new classrooms/centers are also being submitted and removed for others previously granted waivers.

#### Proposed Changes:

##### San Juan Unified School District (SJUSD)

SJUSD will be exchanging the classes currently serving 24 children in a LDO model. There is no overall change to the number of children being served.

- Four (4) classes at Marshall Elementary will be changed from LDO (HS/CSPP Wrap) with 24 students per class to Duration classes with 20 children each.
- In lieu of this change, four school sites in proximity to Marshall namely Cottage, Encina, Howe and Ralph Richardson that are approved to operate a Duration class in each school site will change to LDO (HS/CSPP Wrap) to accommodate 24 students in each class. The change will support the 16 slots displaced from Marshall Head Start.

##### Sacramento City Unified School District (SCUSD)

Staffing challenges and changes at the district level necessitate program modifications to the centers serving Head Start. The district will not operate the Head Start -TK collaboration classes which will shift 48 slots back to stand alone preschool classes. Additionally, there is a relocation of 20 slots due to construction.

- In 2023-24, SCUSD is approved to expand its HS/TK/CSPP collaboration model with 48 slots co-mingled with TK and CSPP enrollment slots distributed in 9 school sites with the SCUSD boundaries. Due to a shift in the configuration of the TK collaborative classrooms to TK only and the need to address staff shortages in preschool classrooms, there are reassignments of teachers to preschool classrooms. Hence, SCUSD will no longer operate a HS/TK/CSPP collaboration program option.

ITEM IV-C-1-ACTION (continued)

Page 2

- All 48 HS slots that were approved in the HS/TK/CSPP collaboration model are being proposed to operate as two (2) HS/CSPP collaboration classes of 24 students each. The two HS/CSPP collaboration classes will be in C.A. Jones Skills Center, a former Head Start location and John Bidwell Elementary, an existing Head Start location.
- Nicholas Elementary will have a scheduled school renovation that will displace its HS/CSPP Wrap class. The construction is expected to take at least two years. The class at this site will be moved to C.B. Wire Elementary.

**Request for Class-size Waivers**

The proposed changes for San Juan USD and Sacramento USD will necessitate a request for class-size waivers for new centers. The following is a summary of the class-size waiver request:

<b>Center (Classroom)</b>	<b>Class ID with Approved Class Size Waiver</b>	<b>Proposed Class-size Waiver</b>	<b>Action Requested</b>
<b>San Juan USD</b>			
Marshall Rm 2	1707 R	-	Remove
Marshall Rm 3	1707X	-	Remove
Marshall Rm 4	1707S	-	Remove
Marshall Rm 8	1707T	-	Remove
Cottage Rm B2		1709V	Add
Encina Rm U4		1712W	Add
Howe Rm J1		1725R	Add
Ralph Richardson Rm 1		1719X	Add
<b>Sacramento City USD</b>			
Nicholas Elementary K3	1826 R	-	Remove
Earl Warren Classroom P2	1803Y	-	Remove
Edward Kemble Classroom P1	1804 Y	-	Remove
Ethel Phillips Classroom D7	1805 Y	-	Remove
Isador Cohen Classroom 2	1847 Y	-	Remove
John Bidwell Classroom 21	1813 Y	-	Remove
Mark Twain Classroom 14	1853 Y	-	Remove

ITEM IV-C-1-ACTION (continued)

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Martin Luther King, Jr. Classroom 30	1892Y	-	Remove
Parkway Classroom P1	1827 Y	-	Remove
Susan B. Anthony Classroom 24	1820 Y	-	Remove
C. B. Wire Classroom P10	-	1824R	Add
CAJ Skills Center Classroom 1A	-	1834R	Add
John Bidwell Classroom 21	-	1813S	Add

There is no net fiscal impact for these proposed changes.

RECOMMENDATION:

Approve Program Approach change for both Sacramento City Unified School District and San Juan Unified School District for Program Year 2023-2024.

PRESENTER: Karen Griffith

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: Mario Maslac

**MEMORANDUM**

**TO:** Ms. Lisa Miller **DATE:** September 13, 2023  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Monitoring of Pivot Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$ 164,000	7/1/22 - 6/30/23	1/1/23 – 6/30/23
WIOA	DW	\$ 41,000	7/1/22 - 6/30/23	1/1/23 – 6/30/23
WIOA	WAF10.0 AM	\$ 25,000	8/1/22 – 12/31/23	8/1/22 – 6/30/23

**Monitoring Purpose:** Initial  X  Follow-Up  \_\_\_  Special  \_\_\_  Final  X

**Date of review:** 8/22/23

**Follow up:** N/A

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

**Program Operator:** Pivot Sacramento

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None.

cc: Jennifer Hernandez  
Governing Board

MEMORANDUM

**TO:** Ken McCulloch  
**FROM:** David B. Clark, SETA Fiscal Monitor

**DATE:** September 13, 2023

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	In-School Youth	\$ 89,216	7/1/22 - 6/30/23	7/1/22 - 6/30/23

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X

**Date of review:** August 24, 2022

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

**Program Operator:** City of Sacramento – Dept. of Parks and Recreation

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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 September 20 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Elk Grove	9	Account Clerk I -Fiscal Operations Unit	2
	9	Associate Planner	1
	9	Budget Manager	1
	9	Cache Logistics Coordinator	1
	9	Environmental Health & Safety Specialist	1
	9	Facilities Technician	1
	6	Fire Recruit -EMT	2
	6	Fire Recruit-Paramedic	1
	9	Program Manager -Youth Development Program Manager	1
	9	Senior Animal Care Technician	1
	3	Senior Civil Engineer	1
	9	Senior Deputy City Clerk	1
	9	Senior Integrated Waste Equipment Operator	1
	9	Staff Assistant-Worker's Compensation	1
	3	Survey Party Chief	1
City of Sacramento	9	311 Customer Service Agent	1
	9	Account Clerk II	1
	9	Administrative Analyst	6
	9	Administrative Assistant	1
	9	Administrative Office	1
	9	Administrative Technician	3
	9	Assistant Engineer/Associate Engineer	1
	9	Budget Technician	1
	3	Building Inspector II	1
	9	Community Service Officer	2
	9	Crew Leader	1
	9	Customer Service Specialist	1
	9	Deputy City Attorney/Senior Deputy City Attorney	1
	7	Dispatcher I - Recruit	1
	7	Dispatcher II	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Equipment Mechanic III	1
7	Information Technology Supervisor	1	

# SETA- Employer Activity Report

The following is an update of information as of September 20 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	3	Junior Engineer	1
	9	Machinist Helper	1
	6	Mental Health Clinician	1
	9	Parking Enforcement Supervisor	1
	9	Police Clerk III	1
	9	Police Officer	2
	7	Principal Applications Developer	1
	9	Program Leader	1
	9	Program Manager -Long Range Financial Planning	1
	9	Program Specialist	1
	9	Public Information Coordinator	1
	9	Real-Time Information Center Operator	1
	9	Recycling Coordinator I	1
	9	Senior Administrative Assistant	1
	9	Senior Council Representative -Chief of Staff- District 3	1
	9	Stores Clerk II	1
	3	Street Construction Equipment Operator	1
	9	Student Intern	1
9	Student Trainee-Police Department	1	
Los Rios Community College	4	Account Clerk I	1
	4	Account Clerk II	1
	4	Accountant	1
	4	Administrative Assistant I	2
	4	Administrative Assistant II	1
	4	Admissions/Records Clerk II	1
	4	Admissions/Records Technician III	1
	4	Aircraft Maintenance Technician-Aeronautics Adjunct Assistant Professor Pool	1
	4	Associate Vice Chancellor of Finance	1
	4	Associate Vice President of Prison and Reentry Education Program and Special Projects	1
	4	Business Adjunct Assistant Professor Pool	1
	4	Campus Operations Supervisor	1
	4	Chief of Police	1
	4	Clerk II	1
	4	Clerk III	4

# SETA- Employer Activity Report

The following is an update of information as of September 20 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College	4	Confidential Administrative Assistant III	1
	4	Cosmetology Adjunct Assistant Professor Pool	1
	4	Counseling Clerk II	1
	4	Counselor Prison and Reentry Education Program	1
	4	Custodial Supervisor	1
	4	Custodian	1
	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of Public Service	1
	4	Dean of Science, Technology, Engineering, and Math (STEM) - Mathematics	1
	4	Dental Assisting Adjunct Professor Pool	1
	4	Director (IX) of Foundation Accounting	1
	4	Director (VI) of Educational Options	1
	4	Director of Facilities Planning and Construction	1
	4	District Financial Aid Specialist	1
	4	Donor Relations Specialist	1
	4	Drafting-CADD Adjunct Assistant Professor	1
	4	Economics Adjunct Assistant Professor Pool	1
	4	Electrician Trainee Adjunct Assistant Professor Pool	1
	4	Facilities Administrative Support Technician I	1
	4	Financial Aid Supervisor	1
	4	French Adjunct Assistant Professor Pool	1
	4	General Services Supervisor, Risk Management	1
	4	Geomatics/Surveying Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Health Information Technology Assistant Professor	1
	4	Health Services Assistant	1
	4	History Adjunct Assistant Professor Pool	1
	4	Hospitality Management/Culinary Arts Adjunct Assistant Professor Pool	1
	4	Information Technology Specialist II - Microcomputer Support	1
	4	Instructional Assistant	3
4	Instructional Assistant - Applied Music-Piano	1	
4	Instructional Assistant - Learning Resources	1	
4	Instructional Assistant - Music	2	

# SETA- Employer Activity Report

The following is an update of information as of September 20 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College	4	Instructional Development Adjunct Coordinator Pool	1
	4	Instructional Laboratory Supervisor - Science Programs	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician	2
	4	Learning Disabilities Specialist/Disability Support Programs and Services Counselor	1
	4	Librarian Adjunct Assistant Professor Pool	1
	4	Media Systems/Resources Technician II	1
	4	Mental Health Clinician Supervisor	4
	4	Operations Technician	1
	4	Paramedics/EMT Adjunct Assistant Professor Pool	1
	4	Payroll Technician	1
	4	Police Communication Dispatcher	1
	4	Prison and Reentry Education Program and Special Projects Director II	1
	4	Public Relations Technician	1
	4	Real Estate Adjunct Assistant Professor Pool	1
	4	Registered Veterinary Technician Adjunct Assistant Professor Pool	1
	4	Research Analyst	1
	4	Senior Buyer/Contract Specialist	1
	4	Sociology Adjunct Assistant Professor Pool	1
	4	Special Projects - Education Coach I	1
	4	Student Personnel Assistant Disabled Student Programs and Services	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Student Life	1
	4	Student Personnel Assistant - Student Services	2
	4	Swim and Dive Adjunct Faculty Head Coach Pool	1
	4	Theater Technician	1
4	Veterinary Technology Assistant Professor and Program Coordinator	1	
4	Vice President of Administrative Services	1	
4	Vice President of Instruction	1	
Lotus Sacramento Corp.	9	Account Executive	1
	9	Social Media Coordinator	1
Ning Hou	9	Artist - Color Specialist	1
Paratransit Inc.	7	Paratransit Bus Driver/Vehicle Operator	20
Sacramento Regional Transit	9	Bus Driver	3
Western Range	9	Range Lamber	9
<b>Total</b>			<b>188</b>

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 2023/2024

The following is an update of information as of September 21, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Sacramento Self Help Housing</b> 1010 Hurley Way Ste. 500 Sacramento, CA 95825	Social Services	6/21/2023	Permanent	168	Sacramento, CA	Yes	No
<b>Patriot Transport</b> 860 National Dr. Ste. 100 Sacramento, CA 95834	Transportation	7/2/2023	Permanent	7	Sacramento, CA	Yes	No
<b>YRC Inc. dba YRC Freight</b> 3210 52nd Avenue Sacramento, CA 95823	Transportation	7/30/2023	Permanent	60	Sacramento, CA	Yes	No
<b>SK hynix NAND Product Solutions Corp. dba Solidigm</b> 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	8/15/2023	Permanent	98	Sacramento, CA	Yes	No
<b>Hyatt Centric</b> 1122 &th Street Sacramento, CA 95814	Hospitality	9/4/2023	Temporary	112	Sacramento, CA	Yes	No
<b>Ericsson Inc.</b> 4119 S. Market Ct. Bldg. A, Suite 20 Sacramento, CA 95834	Computer Office Equip Maint	9/29/2023	Permanent	94	Sacramento, CA	Yes	No
<b>Carbon Health</b> 2100 Franklin St Ste. 355 Oakland, CA 94612 (3 Sac County Locations)	Healthcare	10/9/2023	Permanent	3	Sacramento, CA	Yes	No
<b>Gold Country Run &amp; Sport</b> 7610 Folsom Auburn Rd. Ste #160 Folsom, CA 95630	Retail	9/30/2023	Permanent	4	Folsom, CA	Yes	No
<b>Chando's Taco's</b> 7084 Auburn Blvd Citrus Heights, CA 95621	Food and Beverage	9/1/2023	Permanent	9	Citrus Heights, CA	Yes	No
<b>Peet's Coffee</b> 3100 Folsom Blvd Sacramento, CA 95814	Food and Beverage	8/31/2023	Permanent	8	Sacramento, CA	Yes	No
<b>MTT Collective</b> 307 Riley St. Folsom, CA 95630	Retail	9/1/2023	Permanent	2	Folsom, CA	Yes	No
<b>99 Cents Only Store</b> 6431 Fair Oaks Blvd Carmichael, CA 95608	Grocery/retail	9/29/2023	Permanent	12	Carmichael, CA	Yes	No

### Dislocated Worker Information PY 2023/2024

The following is an update of information as of September 21, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Escape Folsom</b> 727 Traders Ln Folsom, CA 95630	Entertainment/Food Beverage	9/29/2023	Permanent	12	Folsom, CA	Yes	No
<b>Luck Dog Bakery</b> 722 Traders Ln Folsom, CA 95630	Specialty Retail	9/29/2023	Permanent	1	Folsom, CA	Yes	No
<b>Fuqua Physical Therapy</b> 6560 Greenback Ln Citrus Heights, CA 95621	Healthcare	9/17/2023	Temporary Fire	8	Citrus Heights, CA	Yes	No
<b>Sunrun</b> 1172 W. National Dr. Ste. 50 Sacramento, CA 95834	Energy	10/2/2023	Permanent	50	Sacramento, CA	Yes	No
<b>TOTAL</b>				<b>480</b>			

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 August 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 50<sup>th</sup> Street  
 Sacramento, CA 95817

Contact: Cara Welch  
 (916) 530-1700

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**  
**Seasonal gains in education led the region in month-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.5 percent in August 2023, up from a revised 4.2 percent in July 2023, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 4.7 percent in Yolo County.

**Between July 2023 and August 2023**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,100 to total 1,104,900 jobs.

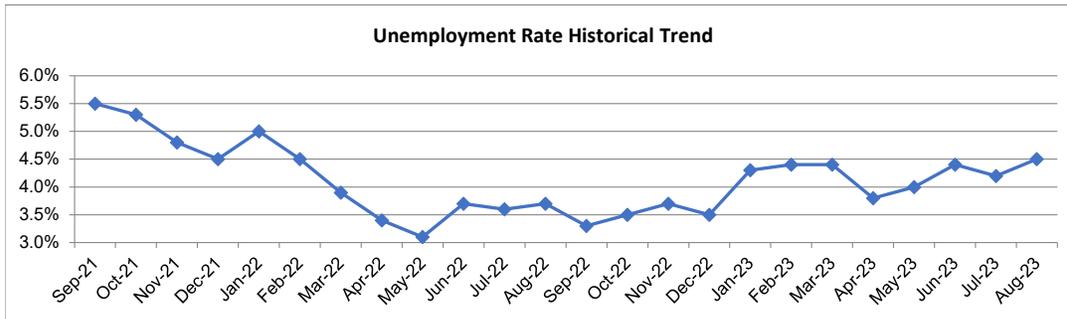
- Government recorded the largest payroll growth in August with a gain of 3,700 jobs. Local government education was responsible for the increase, adding 4,400 jobs. This gain was offset by losses in state government (down 600 jobs) and federal government (down 100 jobs).
- Over the month, private education and health services rose by 500 jobs. Private educational services increased by 400 jobs while healthcare and social assistance added 100 jobs.
- Construction payrolls continued to trend up in August with the addition of 400 jobs. Specialty trade contractors (up 400 jobs) was responsible for the growth.
- On the downside, professional and business services reported the largest month-over decline, shedding 1,100 jobs. Employment reductions were reported in administrative and support and waste services (down 700 jobs) and professional, scientific, and technical services (down 600 jobs). Meanwhile, management of companies and enterprises picked up 200 jobs.
- Additional employment reductions occurred in trade, transportation, and utilities (down 600 jobs), financial activities (down 500 jobs), farm (down 200 jobs), and information (down 100 jobs).

**Between August 2022 and August 2023**, total jobs in the region increased by 24,100 or 2.2 percent.

- Private education and health services continued to lead the region in year-over job growth with an addition of 12,400 jobs. Within the industry, healthcare and social assistance rose by 11,700 jobs, while private educational services added 700 jobs.
- Government employment expanded by 8,400 jobs when compared to last August. Employment gains occurred in state government (up 4,500 jobs) and local government (up 3,900 jobs).
- Employment in leisure and hospitality increased by 3,100 jobs. Accommodation and food services was responsible for most of the gains, adding 2,800 jobs. Arts, entertainment, and recreation grew by 300 jobs.
- On the contrary, five industries reported year-over declines led by construction (down 1,600 jobs), financial activities (down 1,400 jobs), information (down 400 jobs), manufacturing (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 4.5 percent in August 2023, up from a revised 4.2 percent in July 2023, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.1 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 4.7 percent in Yolo County.



Industry	Jul-2023	Aug-2023	Change		Aug-2022	Aug-2023	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,101,800	1,104,900	3,100		1,080,800	1,104,900	24,100
Total Farm	10,400	10,200	(200)		9,900	10,200	300
Total Nonfarm	1,091,400	1,094,700	3,300		1,070,900	1,094,700	23,800
Mining, Logging, and Construction	77,600	78,000	400		79,600	78,000	(1,600)
Mining and Logging	600	600	0		600	600	0
Construction	77,000	77,400	400		79,000	77,400	(1,600)
Manufacturing	41,100	41,500	400		41,700	41,500	(200)
Trade, Transportation, and Utilities	169,200	168,600	(600)		168,700	168,600	(100)
Information	10,300	10,200	(100)		10,600	10,200	(400)
Financial Activities	51,100	50,600	(500)		52,000	50,600	(1,400)
Professional and Business Services	154,700	153,600	(1,100)		152,000	153,600	1,600
Private Education and Health Services	186,800	187,300	500		174,900	187,300	12,400
Leisure and Hospitality	115,000	115,300	300		112,200	115,300	3,100
Other Services	38,300	38,600	300		36,600	38,600	2,000
Government	247,300	251,000	3,700		242,600	251,000	8,400

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Data Not Seasonally Adjusted

	Aug 22	Jun 23	Jul 23 Revised	Aug 23 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,132,300	1,126,900	1,137,600	1,135,000	-0.2%	0.2%
Civilian Employment	1,090,700	1,077,500	1,089,600	1,083,600	-0.6%	-0.7%
Civilian Unemployment	41,600	49,400	48,100	51,400	6.9%	23.6%
Civilian Unemployment Rate (CA Unemployment Rate)	3.7%	4.4%	4.2%	4.5%		
(U.S. Unemployment Rate)	4.1%	4.9%	4.8%	5.1%		
	3.8%	3.8%	3.8%	3.9%		
<b>Total, All Industries (2)</b>	<b>1,080,800</b>	<b>1,105,900</b>	<b>1,101,800</b>	<b>1,104,900</b>	<b>0.3%</b>	<b>2.2%</b>
Total Farm	9,900	9,600	10,400	10,200	-1.9%	3.0%
Total Nonfarm	1,070,900	1,096,300	1,091,400	1,094,700	0.3%	2.2%
Total Private	828,300	839,600	844,100	843,700	0.0%	1.9%
Goods Producing	121,300	117,400	118,700	119,500	0.7%	-1.5%
Mining, Logging, and Construction	79,600	76,900	77,600	78,000	0.5%	-2.0%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	79,000	76,300	77,000	77,400	0.5%	-2.0%
Construction of Buildings	15,400	16,200	16,400	16,400	0.0%	6.5%
Specialty Trade Contractors	54,800	53,100	53,600	54,000	0.7%	-1.5%
Foundation, Structure, and Building Exterior C	14,400	13,900	14,000	14,000	0.0%	-2.8%
Building Equipment Contractors	22,700	22,200	22,200	22,200	0.0%	-2.2%
Building Finishing Contractors	11,900	12,200	12,300	12,500	1.6%	5.0%
Manufacturing	41,700	40,500	41,100	41,500	1.0%	-0.5%
Durable Goods	26,400	26,300	26,700	26,600	-0.4%	0.8%
Computer and Electronic Product Manufacturin	4,500	4,500	4,500	4,500	0.0%	0.0%
Non-Durable Goods	15,300	14,200	14,400	14,900	3.5%	-2.6%
Food Manufacturing	6,300	5,600	5,700	6,100	7.0%	-3.2%
Service-Providing	949,600	978,900	972,700	975,200	0.3%	2.7%
Private Service Providing	707,000	722,200	725,400	724,200	-0.2%	2.4%
Trade, Transportation, and Utilities	168,700	169,800	169,200	168,600	-0.4%	-0.1%
Wholesale Trade	28,500	29,200	29,300	29,700	1.4%	4.2%
Merchant Wholesalers, Durable Goods	16,100	16,500	16,600	16,800	1.2%	4.3%
Merchant Wholesalers, Nondurable Goods	10,700	10,800	10,800	11,000	1.9%	2.8%
Retail Trade	100,200	99,600	99,900	99,200	-0.7%	-1.0%
Motor Vehicle & Parts Dealer	15,300	15,400	15,500	15,500	0.0%	1.3%
Building Material and Garden Equipment and S	9,300	8,800	8,800	8,700	-1.1%	-6.5%
Grocery and Convenience Retailers	20,700	20,300	20,400	20,100	-1.5%	-2.9%
General Merchandise Retailers	19,700	20,000	20,100	19,800	-1.5%	0.5%
Health and Personal Care Retailers	5,500	5,300	5,300	5,300	0.0%	-3.6%
Clothing, Clothing Accessories, Shoe, and Jev	6,500	6,300	6,300	6,400	1.6%	-1.5%
Sporting Goods, Hobby, Musical Instrument, B	11,000	11,400	11,400	11,400	0.0%	3.6%
Transportation, Warehousing, and Utilities	40,000	41,000	40,000	39,700	-0.8%	-0.8%
Information	10,600	10,400	10,300	10,200	-1.0%	-3.8%
Publishing Industries	2,500	2,500	2,400	2,400	0.0%	-4.0%
Telecommunications	2,800	2,600	2,600	2,600	0.0%	-7.1%
Financial Activities	52,000	50,800	51,100	50,600	-1.0%	-2.7%
Finance and Insurance	32,600	32,800	32,900	32,600	-0.9%	0.0%
Credit Intermediation and Related Activities inc	9,700	9,500	9,500	9,400	-1.1%	-3.1%
Depository Credit Intermediation including Mo	5,600	5,800	5,800	5,800	0.0%	3.6%
Nondepository Credit Intermediation	2,200	2,100	2,200	2,100	-4.5%	-4.5%
Insurance Carriers and Related Activities	19,700	19,800	19,800	19,700	-0.5%	0.0%
Real Estate and Rental and Leasing	19,400	18,000	18,200	18,000	-1.1%	-7.2%
Real Estate	15,500	14,400	14,500	14,400	-0.7%	-7.1%
Professional and Business Services	152,000	153,000	154,700	153,600	-0.7%	1.1%
Professional, Scientific, and Technical Services	71,100	75,000	76,200	75,600	-0.8%	6.3%
Architectural, Engineering, and Related Servi	11,100	11,600	11,800	11,700	-0.8%	5.4%
Management of Companies and Enterprises	13,400	13,400	13,600	13,800	1.5%	3.0%
Administrative and Support and Waste Manage	67,500	64,600	64,900	64,200	-1.1%	-4.9%
Administrative and Support Services	64,000	61,200	61,500	60,800	-1.1%	-5.0%
Employment Services	23,300	21,900	21,500	21,600	0.5%	-7.3%

Data Not Seasonally Adjusted

	Aug 22	Jun 23	Jul 23 Revised	Aug 23 Prelim	Percent Change	
					Month	Year
Services to Buildings and Dwellings	20,000	20,800	20,900	21,000	0.5%	5.0%
Private Education and Health Services	174,900	186,400	186,800	187,300	0.3%	7.1%
Private Educational Services	13,100	13,900	13,400	13,800	3.0%	5.3%
Health Care and Social Assistance	161,800	172,500	173,400	173,500	0.1%	7.2%
Ambulatory Health Care Services	58,400	63,300	63,500	63,800	0.5%	9.2%
Hospitals	25,900	27,200	27,300	27,300	0.0%	5.4%
Nursing and Residential Care Facilities	16,800	18,300	18,400	18,500	0.5%	10.1%
Leisure and Hospitality	112,200	113,500	115,000	115,300	0.3%	2.8%
Arts, Entertainment, and Recreation	19,400	19,500	20,200	19,700	-2.5%	1.5%
Accommodation and Food Services	92,800	94,000	94,800	95,600	0.8%	3.0%
Accommodation	9,200	9,600	9,800	9,800	0.0%	6.5%
Food Services and Drinking Places	83,600	84,400	85,000	85,800	0.9%	2.6%
Restaurants and Other Eating Places	79,000	79,400	79,900	80,600	0.9%	2.0%
Full-Service Restaurants	34,900	34,100	34,400	34,600	0.6%	-0.9%
Limited-Service Restaurants and Other Eating Places	44,100	45,300	45,500	46,000	1.1%	4.3%
Other Services	36,600	38,300	38,300	38,600	0.8%	5.5%
Repair and Maintenance	10,700	11,100	11,200	11,200	0.0%	4.7%
Government	242,600	256,700	247,300	251,000	1.5%	3.5%
Federal Government	14,400	14,400	14,500	14,400	-0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	228,200	242,300	232,800	236,600	1.6%	3.7%
State Government	126,000	133,200	131,100	130,500	-0.5%	3.6%
State Government Educational Services	25,100	28,800	26,900	26,400	-1.9%	5.2%
State Government Excluding Education	100,900	104,400	104,200	104,100	-0.1%	3.2%
Local Government	102,200	109,100	101,700	106,100	4.3%	3.8%
Local Government Educational Services	53,400	58,100	50,300	54,700	8.7%	2.4%
Local Government excluding Educational Services	48,800	51,000	51,400	51,400	0.0%	5.3%
County Government	19,300	20,000	20,000	20,000	0.0%	3.6%
City Government	10,700	11,200	11,300	11,100	-1.8%	3.7%
Special Districts plus Tribes	18,800	19,800	20,100	20,300	1.0%	8.0%

**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 916-530-1700 or Luis Alejo 916-931-9596

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**  
**August 2023 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,340,800</b>	<b>18,347,200</b>	<b>993,600</b>	<b>5.1%</b>
ALAMEDA	18	831,600	794,200	37,400	4.5%
ALPINE	52	510	470	40	7.5%
AMADOR	29	14,570	13,830	740	5.1%
BUTTE	36	91,100	86,200	4,900	5.3%
CALAVERAS	15	22,510	21,560	950	4.2%
COLUSA	56	10,550	9,560	1,000	9.4%
CONTRA COSTA	18	553,600	528,700	24,900	4.5%
DEL NORTE	43	9,480	8,920	560	5.9%
EL DORADO	13	93,900	90,100	3,900	4.1%
FRESNO	50	458,400	426,100	32,300	7.0%
GLENN	47	12,240	11,450	800	6.5%
HUMBOLDT	28	58,800	55,800	2,900	5.0%
IMPERIAL	58	71,900	57,700	14,200	19.7%
INYO	6	8,360	8,040	320	3.8%
KERN	54	397,400	365,300	32,000	8.1%
KINGS	53	57,500	53,100	4,400	7.7%
LAKE	38	28,160	26,590	1,570	5.6%
LASSEN	24	8,760	8,340	420	4.8%
LOS ANGELES	41	5,004,300	4,712,300	292,000	5.8%
MADERA	50	64,700	60,100	4,600	7.0%
MARIN	4	132,300	127,400	4,900	3.7%
MARIPOSA	24	7,700	7,330	370	4.8%
MENDOCINO	20	36,630	34,930	1,700	4.6%
MERCED	55	116,100	106,100	10,000	8.6%
MODOC	29	3,230	3,070	160	5.1%
MONO	8	9,160	8,810	350	3.9%
MONTEREY	26	237,300	225,700	11,700	4.9%
NAPA	2	72,000	69,400	2,600	3.6%
NEVADA	15	47,630	45,640	1,990	4.2%
ORANGE	8	1,592,500	1,529,900	62,600	3.9%
PLACER	12	195,700	187,800	7,800	4.0%
PLUMAS	40	7,520	7,090	430	5.7%
RIVERSIDE	37	1,143,100	1,081,300	61,800	5.4%
SACRAMENTO	22	734,900	700,400	34,500	4.7%
SAN BENITO	38	32,500	30,700	1,800	5.6%
SAN BERNARDINO	29	999,400	948,400	51,000	5.1%
SAN DIEGO	17	1,594,100	1,525,700	68,400	4.3%
SAN FRANCISCO	2	578,400	557,800	20,600	3.6%
SAN JOAQUIN	45	345,900	324,400	21,500	6.2%
SAN LUIS OBISPO	4	138,100	133,000	5,100	3.7%
SAN MATEO	1	457,100	441,900	15,200	3.3%
SANTA BARBARA	8	226,100	217,300	8,800	3.9%
SANTA CLARA	8	1,051,800	1,011,100	40,700	3.9%
SANTA CRUZ	29	135,800	128,900	6,900	5.1%
SHASTA	29	73,000	69,300	3,700	5.1%
SIERRA	13	1,350	1,290	60	4.1%
SISKIYOU	41	17,230	16,240	1,000	5.8%
SOLANO	26	202,000	192,100	9,900	4.9%
SONOMA	6	250,100	240,500	9,600	3.8%
STANISLAUS	47	241,200	225,500	15,700	6.5%
SUTTER	47	47,700	44,700	3,100	6.5%
TEHAMA	44	25,770	24,210	1,560	6.0%
TRINITY	35	4,650	4,410	240	5.2%
TULARE	57	209,400	188,800	20,600	9.8%
TUOLUMNE	29	20,280	19,240	1,040	5.1%
VENTURA	20	412,100	393,000	19,100	4.6%
YOLO	22	110,400	105,300	5,100	4.7%
YUBA	46	32,300	30,300	2,000	6.3%

**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 2022 population controls at the state level.

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 \*August, 2023

7/31/23 - 8/4/23 - Parker closed due to Mandatory Training.  
 8/3/23 - 8/4/23 - CP Huntington / Phoenix Park closed due to Mandatory Training  
 8/4/23 - All Staff Mandatory Training.  
 8/10/23 - Grizzly Hollow closed due to main water pip broke in complex.  
 8/15/23 - Kennedy closed due to water being turned off.  
 8/25/23 - Homebase had a field trip to Safetyville we prepared 75 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	35,460	32,080	32,080	1
<b>Total Amount of Meals and Snacks Prepared</b>				<b>99,695</b>
<b>Purchases:</b>				
Food	\$103,578.64			
Non - Food	\$9,486.96			
<b>Building Maintenance and Repair:</b>			<b>\$0.00</b>	
<b>Janitorial &amp; Restroom Supplies:</b>			<b>\$0.00</b>	
<b>Kitchen Small Wares and Equipment:</b>			<b>\$0.00</b>	
<b>Vehicle Maintenance and Repair:</b>			<b>\$1,609.25</b>	
<b>Vehicle Gas / Fuel:</b>			<b>\$2,867.55</b>	
Normal Delivery Days			22	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 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
<b>SETA operated</b>	1544	129	<b>8%</b>	699	92	<b>13%</b>
<b>Twin Rivers USD</b>	160	30	<b>19%</b>	56	1	<b>2 %</b>
<b>Elk Grove USD</b>	480	34	<b>7%</b>			
<b>Sac City USD</b>	676	71	<b>11%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	888	48	<b>5%</b>	164	2	<b>1%</b>
<b>WCIC</b>	100	0	<b>0%</b>			
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>312</b>	<b>8%</b>	<b>935</b>	<b>97</b>	<b>10%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
Elk Grove USD	480	373	0	78%
Sacramento City USD	676 (48) <sup>d</sup>	36	0	75%
San Juan USD	888	534	208 (79%)	60%
SETA	1,544	1,079	34 (71%)	70%
Twin Rivers USD	160	149	0	93%
WCIC/Playmate	100 (0) <sup>d</sup>	N/A	N/A	N/A
<b>Total</b>	<b>3,848 (3,140)<sup>e</sup></b>	<b>2,171</b>	<b>242 (75%)</b>	<b>69%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
San Juan USD	164	153	0	93%
SETA	699	608	37 (92%)	87%
Twin Rivers USD	56	29	20 (81%)	52%
SCUSD	16	0	16 (100%)	0%
<b>Total</b>	<b>935</b>	<b>790</b>	<b>73 (92%)</b>	<b>84%</b>

- (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.
- (d) Funded enrollment reduced due to classes/center closed during Summer.
- (e) Total funded enrollment in summer months.

## **Reasons for Program Under Enrollment**

### ***Elk Grove USD***

- Due to programmatic changes, EGUSD experienced a staffing shortage for both teachers and paraeducators, affecting full enrollment.
- Parents continue to inquire if teachers have been hired before accepting placement and vacant slots.

### ***Sacramento City USD***

- Limited staff at American Legion and Elder Creek EHS, affecting full enrollment of 16 slots.
- During the summer months there is only a total of two 12-month teachers, and two 12-month instructional aides. Finding substitutes throughout the summer was challenging and affected the enrollment of students attending on a consistent basis throughout the summer.
- Return to full services September 5, 2023.
- Goal is to have this site to at least 90% by the end of September.

### ***San Juan USD***

- Limited staffing shortages in positions that support classroom ratio and enrolment.
- Classroom(s) closed across 6 locations due to limited staffing: Davie; Encina; Garfield; Howe; Ralph Richardson; Sunrise- totaling 208 enrollment slots.
- Incurred a Type A violation at one site, which meant WRAP sites were moved to other locations.
- Finalizing Teacher Placements which impact participant placements in classrooms.

### ***SETA***

- The following sites have classroom(s) capped due to limited staff: Hiram; Marina Vista; Northview - totaling 38 enrollment slots.
- Florin, Illa Collin and Walnut Grove pending license for EHS classrooms- totaling 33 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 Home Visitor for SCOE.

### ***Twin Rivers USD***

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 20 enrollment slots.
- Classrooms 1403P, 1403Q, and 1403W have returned to the Rio Linda site for the first time since 2021/22. The zip codes for the Rio Linda service area are: 95652, 95660, 95673.
- Vacancies in the following staffing positions: Head Start Site Supervisor, 9 ECE Para Educators, 4 Teachers, and Family & Community Liaisons.

### ***WCIC/Playmate***

- Closed during Summer. Return to services September 11, 2023.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- Continuing community outreach and recruitment: Advertise programs through the district website and social media platforms.
- High impact sites with secured staffing continue to maintain an active waitlist for any open spot within the 95624 and 95758 zip codes.

### ***Sacramento City USD***

- Continuing to attend community events, word of mouth, collaborating with the Assistant Superintendent, ELC, Family Engagement Coordinator, and the Parent Advisor to discuss and exchange ideas about recruitment for our program that will increase our preschool enrollment.
- Collaborating with SCUSD Communications Department to create unique ways to advertise our preschool programs to present to the community the services we provide and the programs we have available to families. Following up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- The Enrollment staff will be collaborating with the District's Technology Services so we can find ways to streamline our preschool enrollment process to make the process smoother and easier to navigate.

### ***San Juan USD***

- Recruiting by attending community events in Fair Oaks to help fill slots on East-End of District, canvassing apartments, neighborhoods and contacting local within the 95864; 95608; 95821; 95825, 95610, 95622 zip codes.
- Program manager and ECE admin are continuing to meet regularly with HR to ensure that positions are posted.
- Home-Based socializations are planned 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., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. Employment offers were accepted during August for the following positions: 3 Family Services Worker, 11 Associate Teachers, 3 LT/IT.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: National Night Out, Galt Job & Resource Fair, Del Paso Block Works, Free Hair Cut Tuesday, and Care Fest. Through these recruitment events, 15 Interest Forms were completed by families inquiring of Head Start services.

### ***Twin Rivers USD***

- All of the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommends staffing to HR for hiring.
- Contracted with Child Care Careers (CCC) substitute to temporarily fill the vacancies.
- Assist individual families to acquire documents prior to enrollment appointments.
- Flyers were provided for recruitment for at the following locations: The Department of Human Services, Farmers' Markets throughout the service area, Convenience Stores, Rio Linda Public Library, Del Paso Heights Public Library, and Wal-Mart on Watt Ave.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

### ***WCIC/Playmate***

- Closed during Summer. Return to services September 11, 2023.

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