



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, December 7, 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/85136759157?pwd=cjJRSXlCVdVvYWpKSEJrQVJrR1haUT09>

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,,85136759157# US (San Jose). Meeting ID: 851 3675 9157. Passcode: 522874. Find your local number:

<https://us02web.zoom.us/j/85136759157?pwd=cjJRSXlCVdVvYWpKSEJrQVJrR1haUT09>. 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. **Consent Items**
 - A. Approval of Minutes of the November 2, 2023 Regular Board Meeting 1-9
 - B. Approval of Claims and Warrants 10
- III. **Action Items**
 - A. **GENERAL ADMINISTRATION/SETA:**
 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** 11-16
Approval of Changes to the SETA Personnel Policies and Procedures Section 9 (Bevan Richardson)
 2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** 17
Approval of Wage Increase for Head Start Parent Intern (Bevan Richardson)
 3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** 18-23
Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory) (Bevan Richardson)
 4. Approval of Procurement of the Agency's Workers Compensation Insurance (Mario Maslac) 24
 - B. **WORKFORCE DEVELOPMENT DEPARTMENT:**

General/Discretionary:

 1. Agree with the Sacramento Works Board and Approve the Appointment of Youth Committee Members (Lauren Mechals) 25-26
 2. Approval to Submit an Application to the California Workforce Development Board for Assembly Bill 628 Breaking Barriers Funds, Support Local Community Based Organizations through Collaborative Applications, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers (Lauren Mechals) 27-28

Community Services Block Grant:

 3. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024 (Julie Davis-Jaffe) 29-41

One Stop Services:

- | | | |
|----|---|-------|
| 4. | Agree with the Sacramento Works Board to Approve the Transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2023-2024, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (Michelle O'Camb) | 42-43 |
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Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

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| 1. | Approval of Full Enrollment Action Plan for Sacramento Head Start and Early Head Start Programs (Karen Griffith) | 44-50 |
| 2. | Ratification of the Submission of an Application to the California Department of Social Services for Expansion Funds for Fiscal Year 2024-2025 (Karen Griffith) | 51 |

IV. Information Items

- | | | |
|-----------|---|------------|
| A. | Fiscal Monitoring Reports (Mario Maslac) <ul style="list-style-type: none">• Folsom Cordova Community Partnership• JUMA Ventures, Inc.• Pride Industries• River Oak Center for Children• Rose Family Creative Empowerment Center, Inc.• Sacramento City Unified School District• Sacramento County Office of Education• San Juan Unified School District• Twin Rivers Unified School District• Waking the Village• Women's Civic Improvement Club of Sacramento, Inc. | 52-77 |
| B. | Employer Success Stories and Activity Report (William Walker) | 78-85 |
| C. | Dislocated Worker Update (William Walker) | 86-89 |
| D. | Unemployment Update/Press Release from the Employment Development Department (Roy Kim) | 90-95 |
| E. | Head Start Reports (Karen Griffith) | 96-110 |
| V. | <u>Reports to the Board</u> | 111 |

- | | |
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| A. | Chair |
| B. | Interim Executive Director |

- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: Thursday, November 30, 2023

ITEM II-A-CONSENT

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

BACKGROUND:

Attached are the minutes of the November 2, 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, November 2, 2023
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:01 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 10:24 a.m.*)

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the October 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Use Fund Balance

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

- A. Approval of Minutes of the October 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Use Fund Balance

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0
Absent: 2 (Guerra, Desmond)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:

Approval of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Mr. Kennedy opened a public hearing at 10:03 a.m.

Mr. Richardson introduced himself and reviewed the item. He advised that the vast majority of updates to the SETA Personnel Policies and Procedures Section 9 are leave-related. The changes include updates to the language to add further clarity and become compliant with Federal Regulations and California state laws. The COVID-19 vaccination mandate was removed per the Office of Head Start. A new mandated Lactation Accommodation policy and Personally Identifiable Information (PII) policy has been added to Section 11.

There were no questions from the public.

Mr. Kennedy closed the public hearing at 10:04 a.m.

Moved/Scherman, second/Vang, to open a public hearing, take public testimony, close the public hearing and approve the updated Personnel Policies and Procedures Sections 9 and 11

Roll call vote:
Aye: 3 (Vang, Scherman, Kennedy)
Nay: 0
Abstention: 0
Absent: 2 (Guerra, Desmond)

2. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:

Approval of SETA Longevity Compensation Policy

Mr. Kennedy opened a public hearing at 10:05 a.m.

Mr. Richardson reviewed the item. He stated that during the Governing Board Meeting on June 1, 2023, Agency staff was tasked to work with AFSCME to discuss incentive compensation options. The Labor Management Committee (LMC) consisting of Agency staff and AFSCME representatives, met on June 22, 2023, August 11, 2023, and September 13, 2023. This policy is a direct outcome of those meetings.

In accordance with federal guidelines, the LMC came to a resolution as to what an effective and sustainable longevity compensation policy would look like in order to reward employees who have remained in service with SETA for a minimum of five (5) years. The incentive would begin with a \$500 incentive on the pay period following the five (5) year anniversary. Every subsequent five (5) year anniversary would see a \$250 increase to that incentive amount.

The initial implementation of this plan will be effective December 1, 2023, and will compensate current employees at the appropriate milestone as described above. Thereafter it will be paid in the pay period immediately following the anniversary date of the employee at the new milestone level only.

Mr. Richardson also advised that in addition to the Longevity Compensation described above, \$40 will be allotted for medical coverage to help offset some of the rate increases.

There were no questions from the public.

Mr. Kennedy closed the public hearing at 10:06 a.m.

Moved/Scherman, second/Kennedy, to open a public hearing, take public testimony, close the public hearing and approve the Longevity Compensation Policy and update Personnel policies and Procedures Section 8 (Compensation)

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Mr. Maslac reviewed the item. He advised that the Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber expire December 1, 2023. SETA received several quotes and multiple additional quotes are pending.

SETA's broker, Arthur J. Gallagher & Co. representative, Ken Johnson, presented quotes received and provided handouts with a breakdown of coverage and pricing to the members of the Board.

Due to final quotes not being available at this time, the Board may delegate procurement authority to the Executive Director.

Moved/Kennedy, second/Scherman, to delegate procurement authority to SETA Interim Executive Director to review the procurement and ensure SETA has approved insurance coverage by December 1, 2023

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

4. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Mr. Kennedy reviewed the rotation of the Chair and Vice Chair. Ms. Mai Vang is nominated for Chair and Ms. Scherman as Vice-Chair of the SETA Governing Board.

Moved/Kennedy, second/Scherman, to approve Ms. Mai Vang as Chair and Ms. Scherman as Vice-Chair to the SETA Governing Board

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

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 Submit a Request to Carry Over Funds from Program Year 2022-2023 to Program Year 2023-2024 for Head Start and Early Head Start/CCP

Ms. Griffith reviewed the item. She advised that this Carryover Request will extend the use of the funds for unfinished projects/purchases like HVACs, Play Structures, Shade Structure at Walnut Grove and Office Pod at Northview, complete unfinished building deferred maintenance projects, and purchase classroom supplies/materials/furniture, from PY 2022-2023 to PY 2023-24.

The total amount of the Carryover request is \$10,136,494 from 2022-2023 to 2023-24. Of the total carryover amount, Head Start Basic is \$8,046,853, Head Start T&TA is \$46,989, Early Head Start/CCP Basic is \$1,846,825 and Early Head Start T&TA is \$195,827.

The request is to allow flexibility in spending the funds for an additional 12 months. Over \$6M is contractual with SETA's partners and delegate agencies.

Moved/Scherman, second/Kennedy, to approve the submission of a carryover request for Program Year 2023-2024, from Head Start supplemental duration grant in an amount not to exceed \$10,136,494.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2024-2025 to the California Department of Education (CDE)

Ms. Griffith reviewed the item. She advised that this item provides an opportunity for the Governing Board to approve the submission of the annual refunding application to the California Department of Education (CDE) for the State Preschool Program (CSPP) with a maximum reimbursement amount of approximately \$6.1M for the fiscal year 2024-2025. These funds will provide services to 500 preschoolers in full-day and part-day, year-round child development programs.

Moved/Kennedy, second/Scherman, to approve the submission of the application for continued funding for fiscal year 2024-2025 to the California Department of Education with a maximum reimbursement amount of approximately \$6.1M.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

3. Approval to Submit Annual Refunding Application for Fiscal Year

2024-2025 to the California Department of Social Services (CDSS)

Ms. Griffith reviewed the item. She advised that this agenda item allows the Governing Board to approve the submission of the annual refunding application to the California Department of Social Services (DSS) with a maximum reimbursement amount of approximately \$4.0M for fiscal year 2024-2025. These funds will provide services to 316 infants/toddlers in full-day, full-year child development programs.

Moved/Kennedy, second/Scherman, to approve the submission of the application for continued funding for fiscal year 2024-2025 to the California Department of Social Services with a maximum reimbursement amount of approximately \$4.0M.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

V. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Walker advised that the last job fair was a great success and that 1,200 individuals attended.

C. Dislocated Worker Update:

Mr. Walker advised that Silgan Containers company is laying off 172 individuals this month. Those are not seasonal but permanent layoffs. Based on discussions, Silgan Containers will let SETA know when those who are laid off leave their facility.

Mr. Walker pointed out that rapid response orientations seem problematic moving forward as many of those dislocated workers are from remote jobs and not used to reporting to the office. Therefore, they are not always accessible and don't connect with SETA as well as they should.

The Foundation for California Community Colleges laid off 259 workers due to the end of the contract for the department working on COVID-19-related issues.

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports:

Ms. Griffith advised that the Office of Head Start letter was received on Monday, stating that Sacramento County was placed on the Enrollment Action Plan. The year-long corrective action plan is due to be implemented by December 9, 2023. The Full Enrollment Action Plan report will be provided to this Board at the next meeting.

Ms. Wash, the SETA Policy Council Chair, the SETA Parent Advisory Committee Vice Chair, and Community Action Board (CAB) member, read the poem about SETA called "Changes" attached to these minutes. Ms. Vang thanked Ms. Wash for the poem and for her service on the CAB.

Mr. Desmond arrived and was seated at 10:23 a.m.

VI. Reports to the Board

A. Chair: No Report

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Mr. Kennedy asked Ms. Saurbourne, SETA Interim Executive Director, to provide the report on Sacramento Works One Stop Career Centers that will include data on the population served and services provided.

F. Public: None

VII. Adjournment: The meeting adjourned at 10:28 a.m.

Changes

SETA is known as the Sacramento Employment Training Agency
But it has a different meaning to you, me, and most families
Supportive by all means, Savvy in many ways
Empowering and encouraging families, guiding them through
the day
Teaching, not just our children, but parents and staff as well
Aspiring and Attributing to all families' needs to excel
Even with all the changes happening internally
SETA continues to model SOUL, Evolution, and Resiliency
It's a one stop shop, SETA has access to meet your needs
If they can't give it, they will provide the resources for the
family to succeed.

Author: Fienishia Wash

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

D'et Saurbourne, Interim Executive Director, has reviewed the claims for the period 10/24/2023 through 11/22/2023, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 10/24/2023 through 11/22/2023.

PRESENTER: D'et Saurbourne

ITEM III-A-1-ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING
APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND
PROCEDURES SECTION 9

BACKGROUND:

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

In light of changes to new California laws, SETA has added a new policy to Section 9.22, Reproductive Loss Leave and updated Section 9.18, Paid Sick Leave for Temporary Staff.

The new policy, 9.22, Reproductive Loss Leave, is being added to be compliant with CA Senate Bill 848 which grants employees up to 5 days of unpaid protected leave following a reproductive loss event. A “reproductive loss” includes: miscarriage, failed surrogacy, stillbirth, unsuccessful “assisted reproduction” (such as artificial insemination or embryo transfer), or failed adoption. A copy of the new policy is attached for review.

Section 9.18, Paid Sick Leave for Temporary Staff, has been updated to be compliant with SB-616 which increases the minimum hours of sick leave available for temporary employees. A redlined copy of the policy is attached for review.

Both of the new requirements go into effect January 1, 2024.

The Head Start Policy Council approved the policy on November 28, 2023.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Section 9.18 (Paid Sick Leave for Temporary Employees) and Section 9.22 (Reproductive Loss Leave).

PRESENTER: Bevan Richardson

Reproductive Loss Leave

Section 9.22

Employees who have worked for SETA for at least 30 days will be eligible for up to five (5) days of protected reproductive loss leave. This leave shall be unpaid, however, the employee may utilize paid leave accruals, including paid sick leave, if they so choose.

A “reproductive loss” includes: miscarriage, failed surrogacy, stillbirth, unsuccessful “assisted reproduction” (such as artificial insemination or embryo transfer), or failed adoption.

In the event that an employee suffers more than one reproductive loss within a 12-month period, the Agency shall not grant more than 20 days total of protected reproductive loss leave within a 12-month period.

Reproductive loss leave may be taken on non-consecutive days but must be taken, in full, within three (3) months of the event.

If prior to or immediately following a reproductive loss event, an employee is on a leave of absence, the employee shall complete their reproductive loss leave within three (3) months of the end date of the other leave.

Employees requesting leave under this policy may be required to submit appropriate documentation. For confidentiality purposes, all documentation should go directly to Human Resources.

Unprotected Leave

A protected reproductive loss leave will turn into unprotected leave under the following conditions:

1. The time off needed exceeds five (5) days for one event
2. The time off needed goes beyond the three (3) month timeframe
3. The time off needed for multiple events exceeds 20 days in a 12-month period

CA Senate Bill SB-848 – Leave for Reproductive Loss

Paid Sick Leave for Temporary Staff

Section 9.18

Sick leave ~~credits-hours~~ shall be earned by temporary ~~staff-employees~~ that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave ~~credit hours~~ shall ~~accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which in it is earned~~ be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is ~~accrued-administered~~ as follows:
 - a. ~~Sick leave shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days~~ On the first day of the calendar year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.
 - C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - a. Physical or mental illness
 - b. On or off-the job injury
 - ~~e.—Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.~~
 - ~~c.~~
 - d. Exposure to or active contagious disease ~~under circumstances by which~~ such that the health of employees or ~~members of~~ the public would be endangered by the attendance of the employee.
 - e. Illness, serious medical treatment, or operation in the employee’s family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period or death in the employee’s immediate family
 - f. Pregnancy and childbirth
 - ~~g.—Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.~~
 - ~~h.g.~~ An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or sSpecified purposes for an

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Leave

Paid Sick Leave for Temporary Staff

employee or family member who is a victim of domestic violence, sexual assault, or stalking.

D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.

~~E.~~ An employee may use up to ~~24~~40 hours of sick leave in a 12--month period. To utilize the benefits, the ~~Temporary staff member~~employee must request payment of sick leave hours, which hours can only be used on a day that the ~~Temporary staff member~~employee was scheduled to work or was working. ~~The agency reserves the right to request documentation regarding the need to utilize sick leave.~~

~~E.F.~~ Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.

~~F.G.~~ Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.

~~G.H.~~ Accrued SUnused sick leave benefits hours will not be cashed out upon termination. However, if a ~~Temporary staff member~~employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.

~~H.~~ In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

~~I.~~ In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

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Paid Sick Leave for Temporary Staff

Section 9.18

Sick leave hours shall be earned by temporary employees that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave hours shall be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is administered as follows:
 - a. On the first day of the calendar year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.
- C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - a. Physical or mental illness
 - b. On or off-the job injury
 - c. Necessary medical or dental care
 - d. Exposure to or active contagious disease such that the health of employees or the public would be endangered by the attendance of the employee.
 - e. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period
 - f. Pregnancy and childbirth
 - g. Specified purposes for an employee or family member who is a victim of domestic violence, sexual assault, or stalking.
- D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.
- E. An employee may use up to 40 hours of sick leave in a 12-month period. To utilize the benefits, the temporary employee must request payment of sick leave hours, which hours can only be used on a day that the temporary employee was scheduled to work or was working.
- F. Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.

- G. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.

- H. Unused sick leave hours will not be cashed out upon termination. However, if a temporary employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.

ITEM III-A-2-ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING
APPROVAL OF WAGE INCREASE FOR HEAD START PARENT INTERN
(TEMPORARY) CLASSIFICATION

BACKGROUND

Beginning on January 1, 2024, the minimum wage in California will be increasing to \$16.00 per hour. The current wage for the position of Head Start Parent Intern (Temporary) is \$15.50 per hour. The Agency will need to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.00 in order to comply with the new state minimum wage.

The Head Start Policy Council approved the rate change on November 28, 2023.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing, and take action to approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$15.50 to \$16.00 per hour effective January 1, 2024.

PRESENTER: Bevan Richardson

ITEM III-A-3-ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:

APPROVAL OF NEW JOB SPECIFICATION AND SALARY SCHEDULE FOR CHILDREN AND FAMILY SERVICES QUALITY ASSURANCE COORDINATOR (SUPERVISORY)

BACKGROUND:

In the past few years, the need for ongoing monitoring and support of SETA’s delegates operating Head Start/Early Head Start SETA Operated Program has grown. SETA has also acquired additional funding from California Department of Education and California Department of Social Services which requires increased oversight of regulation adherence. As a result, additional support is needed in leadership of SETA’s Quality Assurance unit.

The Quality Assurance Coordinator (Supervisory) position coordinates and supervises the delivery and compliance of quality assurance services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides and coordinates planning, development, implementation, training and technical assistance and delivery of monitoring and standards to the Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ensures compliance through ongoing review, monitoring and follow-up support. Coordinates and participates in the development of the self-assessment, community assessment, PIR and annual report and monitors program activities to ensure all grantee and delegate agency operated Early Head Start/Head Start programs meet or exceed performance standards and adheres to other relevant regulations; and performs related work as required.

The proposed salary schedule is aligned with other Coordinator positions within the Children and Family Services Department.

	Step A	Step B	Step C	Step D	Step E	Step F
CHILDREN AND FAMILY SERVICES QUALITY ASSURANCE COORDINATOR (SUPERVISORY)	\$30.08	\$31.58	\$33.16	\$34.82	\$36.56	\$38.39

The Agency developed the job specification and salary schedule with input and approval from management and the union. Attached is a copy of the job specification.

ITEM III-A-3-ACTION (continued)
Page 2

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the new job specification and salary schedule for the Children and Family Services Quality Assurance Coordinator (Supervisory).

PRESENTER: Bevan Richardson

HEAD START/ EARLY HEAD START COORDINATOR (QUALITY ASSURANCE) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator/Early Head Start (Quality Assurance) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of quality assurance services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides and coordinates planning, development, implementation, training and technical assistance and delivery of monitoring and standards to the Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ensures compliance through ongoing review, monitoring and follow-up support. Coordinates and participates in the development of the self-assessment, community assessment, PIR and annual report and monitors program activities to ensure all grantee and delegate agency operated Early Head Start/Head Start programs meet or exceed performance standards and adheres to other relevant regulations; and performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be self-directed and able to work collaboratively, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to develop and evaluate programs provided by the grantee and delegate agency operated Head Start/ Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include quality assurance, project management and development, tracking and reporting compliance, training, monitoring, evaluating all services in the grantee operated program and the Child and Adult Care Food Program (CACFP).

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Develops and implements effective monitoring systems to ensure that the program meets or exceed performance standards and adheres to other relevant regulation.
2. Monitors and evaluates program activities, system procedures, policies and procedures of the grantee operated programs and delegate agencies to ensure compliance with program performance standards, federal, state and local regulations.
3. Performs reviews and analysis on compliance on all Head Start/Early Head Start systems and reports findings to management and delegate agency operated Head Start/ Early Head Start programs.
4. Develop, organize and implement requirements pertaining to compliance with Head Start regulations, including the annual Self-Assessment process, USDA/CACFP monitoring, and the development of the quality improvement plans.
5. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
6. Oversees CACFP and coordinates monitoring functions of meal services for compliance with Federal and State regulations regarding type, service size, timing, proper storage, handling, preparation, delivery, and serving of food.
7. Provides detailed reports which indicate areas of noncompliance and deficiencies, recommends actions to be taken, according to applicable protocols and performance evaluation standards.
8. Develop policies and procedures pertaining to quality assurance and monitoring.
9. Perform field evaluations and follow-up reviews.
10. Coordinates facilities and classroom inspections at all centers.
11. In conjunction with management, develops monitoring projects to meet the program goals and objectives.
12. Assist Management team with the planning and providing training and/or technical assistance regarding Quality Assurance, Program Design, Management and Improvement, as needed.
13. Conduct desk audits to ensure accurate ChildPlus monitoring report data.
14. Develops ongoing monitoring, evaluation standards, instruments and procedures.
15. Maintain systems, database, files, etc. ensuring security and confidentiality of data.
16. Researches areas for best practices and system improvement to be implemented by the Head Start/Early Head Start program.
17. Researches federal, state and local regulations, policies and procedures for best practices and monitoring system improvement to be implemented by the Head Start/Early Head Start program.

18. Maintains a thorough knowledge of Head Start policies and procedures, changes and updates to Federal, State and Local regulations. This includes participation in relevant groups or meetings
19. Assist with special projects, programs, events and other duties as needed.
20. Perform other related duties as assigned by the Head Start/Early Head Start Manager or Director.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and SETA programs and functions.
- Head Start Performance Standards, OHS Monitoring Review Protocols, and Title 22, Child Care Licensing Regulations.
- Early Childhood Education (Head Start Early Learning Outcomes Framework, Quality Rating Improvement System, Infant/Toddler Environmental Rating Scale (ITERS), Early Childhood Environmental Rating Scale (ECERS), Classroom Assessment Scoring System (CLASS).
- USDA/CACFP requirements for child care food programs.
- Staff development and training; and coaching techniques
- Microsoft Office.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Provide training for the grantee and delegate agency operated Head Start/ Early Head Start program's Head Start staff.
- Speak and write effectively.
- Ensure proper maintenance of monitoring records.
- Ensure program compliance with all federal, state and local regulations.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least three (3) years minimum of professional level experience in quality assurance delivery, including two years in the Head Start program, or two (2) years of successful supervisory experience.

OR

- II. Any advanced education, such as a bachelor's degree (or higher) in social services, child/ human development, business management, Organizational Development/ Management, data management systems or related field is highly desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

ITEM III-A-4-ACTION

APPROVAL OF PROCUREMENT OF THE AGENCY'S
WORKERS COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2023. SETA's broker, Arthur J. Gallagher & Co., is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 7 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2024.

PRESENTER: Mario Maslac

ITEM III-B-1-ACTION

AGREE WITH THE SACRAMENTO WORKS BOARD AND APPROVE THE APPOINTMENT OF YOUTH COMMITTEE MEMBERS

BACKGROUND:

The Youth Subcommittee has developed the following plan to engage youth in all Sacramento Works activities, including the Youth Committee.

Action Plan:

1. Prioritize the need to pay youth for taking on a leadership role.
2. Focus on engaging younger individuals, 16-24 to help with program design, community outreach, and committee planning of activities.
3. Provide youth voice and expertise, power, and share in decision-making with adults.
4. Redesign the Youth Committee Application. The paid work-based learning opportunity Job Description will include the application link.
5. Compensate youth for time worked at approximately 10 hours per month. The California Community College Foundation will be the employer of record.
6. The goal is to provide 10 work-based learning opportunities.
7. Funded by WIOA Youth Committee Initiatives - \$50,000

In February 2023, staff developed marketing tools and an application process as well as promoted the opportunity to the youth providers during the provider trainings. The application opened on 3/8/23. Application [link](#).

Two applicants have been recommended for appointment by the Youth Committee chair, Mr. David Gordon:

- Kimberly Marquez - Student Assistant for EDD's Youth Employment Opportunity Program.
- Petrangolica (Petra) Vega - Community Navigator and Youth Employment Specialist for Asian Resources.

The Youth Committee approved the appointments at its July 13, 2023 meeting. The Sacramento Works Board approved the appointments at its November 27, 2023 meeting.

The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. The original application for Youth Committee membership will be sent under separate cover.

ITEM III-B-1-ACTION (continued)

Page 2

RECOMMENDATION:

Agree with the Sacramento Works Board and Approve the Appointment of Kimberly Marquez and Petrangelica (Petra) Vega to the Sacramento Works Youth Committee.

PRESENTER: Lauren Mechals

ITEM III-B-2-ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR ASSEMBLY BILL 628 BREAKING BARRIERS FUNDS, SUPPORT LOCAL COMMUNITY BASED ORGANIZATIONS THROUGH COLLABORATIVE APPLICATIONS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, AND ENTER INTO SUBCONTRACTS WITH SERVICE PROVIDERS

BACKGROUND:

In September 2021, the California Legislature approved Assembly Bill (AB) 628, which expanded the Breaking Barriers to Employment Initiative administered by the California Workforce Development Board (CWDB). In June 2023, the Governor approved Senate Bill (SB) 101, which appropriated \$5,000,000 in state general funds to the initiative.

The Breaking Barriers Initiative focuses on collaborative partnerships between mission-driven community-based organizations (CBOs) and local workforce development boards (LWDB) to strengthen the America's Job Center of California (AJCC) system.

On October 16, 2023, the CWDB released the Breaking Barriers Request for Applications (RFA). The maximum award per application is \$500,000 for a project period of 12 months, and applicants are required to provide a 20% cash or in-kind match. Lead applicants must be either a CBO or a LWDB, and can be the lead on only one application, but can be a collaborative partner on multiple applications. The application deadline is December 8, 2023, 5:00 p.m.

Staff is preparing an application based on the RFA criteria that requests \$500,000 and incorporates the following local parameters:

- Neighborhoods with the highest concentrations of poverty and communities of color;
- CBOs that have strong relationships with, and are located in, target neighborhoods;
- CBOs that have strong connections to the AJCC system;
- Focus on under-skilled populations with multiple barriers to employment that are not connected to the broader workforce development and education system;

SETA's CBO partners on the application are the Greater Sacramento Urban League, the La Familia Counseling Center, and the Asian Resources, Inc. If funded, SETA plans to subcontract with each CBO for up to \$150,000, and utilize \$50,000 to cover administrative costs.

ITEM III-B-2-ACTION (continued)

Page 2

In addition, SETA has been approached by the following CBOs and will be providing Letters of Intent/Support for collaborative applications:

- Construction Industry Education Foundation
- Juma Ventures
- City Year Sacramento
- People Working Together
- Goodwill Industries
- Sierra Service Project
- Project Attain
- Interns 2 Pros
- Fitrah
- Center for Employment Opportunities

RECOMMENDATION:

Approve the submission of an application to the CWDB for AB628 Breaking Barriers funds, support local CBOs through collaborative applications, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers.

PRESENTER: Lauren Mechals

ITEM III-B-3-ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2024

BACKGROUND:

On August 4, 2023, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2024. The RFP solicited services under the Safety-Net, Family Self-Sufficiency, and Family Self-Sufficiency – Special Projects categories as identified in the 2024-2025 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$1,036,336. To maximize flexibility for funding awards, no announcement regarding allocations to specific categories of funding were included in the RFP.

The RFP included a sub-category of Family Self-Sufficiency – Special Projects to address the needs of marginalized communities such as people of color, those in disadvantaged communities, or other historically marginalized group. Special consideration under Family Self-Sufficiency – Special Projects was given to proposals targeting Black/African American youth aged 5-24. Success measures under this service area were identified as the same as those for the broader Family Self-Sufficiency category, but directed to a specific population.

The deadline for receipt of proposals was September 14, 2023. Twenty-two (22) proposals were received by the 4:00 p.m. deadline, requesting a total of \$1,878,974.

Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the SETA Governing Board. Staff recommendations were developed through the deliberations of a team of sixteen (16) evaluators representing SETA's Workforce Development, Children and Family Services, and Fiscal Departments, and Contracts Unit. In addition, one member from the Department of Human Assistance and three SETA Community Action Board (CAB) members served on the Evaluation Team. The team evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories based on their numerical scores.

The top ranked proposals achieved their scores based on the following criteria:

ITEM III-B-3-ACTION (continued)

Page 2

- The proposing agency demonstrated a history of successfully operating the proposed program or a similar program, sufficient leveraged funding, and the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2024-2025 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals; or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service(s).
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system. Employment-based programs demonstrated a connection with the system of Sacramento Works Job Centers.

The team also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to the limited availability of CSBG funding, only thirteen proposals are being recommended for funding, including one new agency, First Step Housing.

While the required minimum allocation for direct participant costs was revised to be a recommendation rather than a requirement, most programs adhered to the minimum required allocations established and set forth in previous RFPs. Those minimums had been set at 15% for case-managed programs and 70% for safety-net programs.

All funding recommendations are made contingent upon successful performance by the end of calendar year 2023.

Attached are the resulting proposal rankings and staff funding recommendations.

The Community Action Board approved these funding recommendations at its November 8, 2023 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2024 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency

925 Del Paso Boulevard, Suite 100

Sacramento, CA 95815

www.seta.net

***SETA STAFF
FUNDING
RECOMMENDATIONS***

2024 Program Year

Community Services Block Grant Program Services

Staff Funding Recommendations Release Date

Thursday, October 26, 2023

3:30 p.m.

2024 CSBG STAFF FUNDING RECOMMENDATIONS

FAMILY SELF-SUFFICIENCY SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
11	1	88	World Relief	Refugees and New Arrivals, Women, Single Mothers and Low-Income Households	North Sacramento, North Highlands, Foothill Farms, Arden Arcade, and Rancho Cordova	\$84,000	\$99,660	\$1,780/56	\$99,660	8
16	1	87	Elk Grove Adult & Community Education	Single Parent Households, Refugees, Unhoused, People with Disabilities	Florin, Lemon Hill, Oak Park, South Sacramento	\$63,847	\$111,066	\$3,085/36	\$111,066	10
3	1	86	Waking the Village	Pregnant and Parenting Youth Experiencing Homelessness and their Child	Sacramento County	\$80,000	\$85,000	\$1,700/50	\$85,000	5
1	1	85	La Familia Counseling Center, Inc.	At-Risk Youth who are at Risk of Dropping Out of School, and Pre-Gang Affiliate	Lemon Hill and Parkway	\$83,000	\$225,350	\$3,005/75	\$102,335	5
4	2	83	Saint John's Program for Real Change	Low-Income Unhoused Single Parent Families with Children	Arden Arcade, North Highlands, Foothill Farms, Florin, Lemon Hill, and Parkway	N/A	\$100,000	\$330/170	\$85,000	6
21	3	73	Sacramento Kindness Campaign	Unhoused Families with Children	Sacramento County	N/A	\$100,000	\$833/120	\$0	11
15	3	73	Women's Empowerment	Homeless Women and their Children	City of Sacramento	\$48,500	\$51,859	\$415/125	\$0	9
TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:									\$483,061	

FAMILY SELF-SUFFICIENCY-SPECIAL PROJECTS SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
8	1	86	Saint John's Program for Real Change	Youth Experiencing Homelessness	Sacramento County	N/A	\$98,928	\$682/145	\$98,928	7
22	3	73	Sacramento Kindness Campaign	Unhoused Families with Children	Sacramento County	N/A	\$87,535	\$2,918/30	\$0	11
TOTAL FSS – SPECIAL PROJECTS RECOMMENDED:									\$98,928	

SAFETY-NET SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
7	1	88	Opening Doors	Refugee, Immigrant, and Asylee Households	Sacramento County, Arden Arcade, Lemon Hill, and North Highlands	\$60,000	\$75,000	\$1,339/56	\$75,000	7
10	1	88	River City Food Bank	Low-Income Individuals and Families	Sacramento County	\$30,000	\$30,000	\$25/1,200	\$30,000	8
12	1	87	Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin, Lemon Hill, Oak Park and South Sacramento Areas	\$54,489	\$128,503	\$633/203	\$100,000	8
5	2	83	Folsom Cordova Community Partnership	Single Parent Families with Children 0-5, Homeless Families or at Risk of Homelessness	Rancho Cordova area zip codes & selected areas of Folsom	\$76,896	\$97,367	\$785/124	\$85,000	6
18	2	82	The Salvation Army	Families and Individuals Experiencing Food or Housing Insecurities	Sacramento County	\$85,000	\$85,000	\$842/101	\$75,000	10
13	2	82	Next Move Francis House	Low-Income Families, People Experiencing Homelessness or Imminent Homelessness	North and South Sacramento County	\$30,000	\$36,146	\$1291/28	\$36,146	9
19	2	80	First Step Housing, DBA First Step Communities	Low-income families who are unhoused or unstably housed	City of Sacramento	N/A	\$75,000	\$1,000/75	\$60,000	10
9	3	79	Volunteers of America	Homeless, Very Low-income Veterans, Reservists, Veteran Families	Sacramento County	\$27,870	\$45,900	\$190/242	\$0	7
17	3	78	Sacramento Kindness Campaign	Unhoused families and their minor children	Sacramento County	N/A	\$97,871	\$376/260	\$0	10
20	3	78	My Sister's House	Survivors of Domestic Violence	Central & South Sacramento, Elk Grove	\$43,959	\$43,959	\$578/76	\$0	11
14	3	77	Wind Youth Services	Low-Income Families, People Experiencing Homelessness or Imminent Homelessness	Arden Arcade, Florin, North Sacramento, Parkway, N. Highlands, and La Riviera	N/A	\$33,000	\$1,222/27	\$0	9

2	3	76	South County Services	Low-Income, Homeless, Disability and Seniors	Galt, River Delta Region, and Sacramento County	\$61,775	\$57,963	\$99/584	\$0	5
6	3	74	Greater Sacramento Urban League	Low-income, historically marginalized	Del Paso Hts. and northern Sacramento County	N/A	\$113,867	\$1,423/80	\$0	6
TOTAL SAFETY-NET RECOMMENDED:									\$461,146	

2024 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

<u>Proposal Number</u>	<u>Proposer Organization</u>
1	<p align="center">La Familia Counseling Center, Inc. (Family Self-Sufficiency)</p> <p>Proposer requests \$225,350 to provide Project Reach services to 75 youth (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and resources are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system.</p> <p>Staff recommends \$102,335 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang-related activity.</p>
2	<p align="center">South County Services (Safety-Net)</p> <p>Proposer requests \$57,963 to provide 584 low-income unhoused, disabled and senior individuals or households in Galt, River Delta Region, and Sacramento County with food, transportation assistance, eviction avoidance, and utility assistance and reconnection.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
3	<p align="center">Waking the Village (Family Self-Sufficiency)</p> <p>Proposer requests \$85,000 to provide housing to 50 homeless pregnant and parenting youth and their children with housing, case management, and support for stabilizing households. Services include career support, child care, counseling and various workshops to develop skills. This request includes funding for direct participant services to be used for meals prepared on-site and served at Tubman House.</p> <p>Staff recommends \$85,000 in funding for this proposal. Waking the Village has provided transitional housing to this population since 2003. The agency’s intensive case management, advocacy and mentoring model has led to high levels of self-sufficiency and outcomes for the youth and young children who participate in the agency’s programs.</p>

4	<p style="text-align: center;">Saint John’s Program for Real Change (Family Self-Sufficiency)</p> <p>Proposer requests \$100,000 to provide 170 homeless women, including single mother heads of households and their children with housing, job training, and employment services. The participants will be supported with immediate stabilization care through mental, physical and vocational assessment, and self-development. Participants have the opportunity to receive training and employment through the proposer’s in-house training programs in food/beverage services and in child care.</p> <p>Staff recommends \$85,000 in funding for this proposal. Saint John’s Program for Real Change has provided services to unhoused women and children since 1985 by providing emergency shelter, residential program services and whole-person care. The proposed services will continue to help an increasing and vulnerable population within the County.</p>
5	<p style="text-align: center;">Folsom Cordova Community Partnership (Safety-Net)</p> <p>Proposer requests \$97,367 to provide 124 households with food, utility and rental assistance. Special emphasis will be given to unhoused and historically marginalized single parent families with children 0-5.</p> <p>Staff recommends \$85,000 in funding for this proposal. FCCP has a strong history of providing the proposed services in the Rancho Cordova and Folsom areas and was the only proposer with a service delivery site in that underserved area of Sacramento County.</p>
6	<p style="text-align: center;">Greater Sacramento Urban League (Safety-Net)</p> <p>Proposer requests \$113,867 to provide 80 low-income, historically marginalized individuals in Del Paso Heights and northern Sacramento County with first month’s rental assistance and eviction avoidance.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

7	<p style="text-align: center;">Opening Doors (Safety-Net)</p> <p>Proposer requests \$75,000 to provide 56 refugees, immigrants, and asylee households with first month's rent assistance.</p> <p>Staff recommends \$75,000 in funding for this proposal. Opening Doors provides comprehensive services to its target population; the proposed services would help this vulnerable population establish roots and thrive in Sacramento County.</p>
8	<p style="text-align: center;">Saint John's Program for Real Change (Family Self-Sufficiency- Special Projects)</p> <p>Proposer requests \$98,928 to provide 145 youth experiencing homelessness, who accompany their mothers, with housing, case management, food, family advocacy services and child care. These youth come to Saint John's having experienced homelessness, adverse childhood events (ACE), and greater learning losses due to the pandemic. This project proposes to dedicate a case manager to the 145 children to support their mental and physical health, education, and social/emotional needs.</p> <p>Staff recommends \$98,928 in funding for this proposal. Saint John's Program for Real Change has provided homelessness services since 1985 by providing emergency shelter, residential program services, and whole person care. The proposed services will continue to help an increasing and vulnerable population within the County.</p>
9	<p style="text-align: center;">Volunteers of America (Safety-Net)</p> <p>Proposer requests \$45,900 to provide 242 homeless and imminently homeless veteran, National Guard, and reservist households enrolled in the Volunteers of America's Support Services for Veteran Families (SSVF) program with food, utility assistance and reconnection, off-site emergency shelter, eviction avoidance, first month's rent assistance, transportation assistance, employment supports, clothing, diapers, and hygiene.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

10	<p style="text-align: center;">River City Food Bank (RCFB) (Safety-Net)</p> <p>Proposer requests \$30,000 to provide 1,200 food insecure households with nutritionally balanced, culturally appropriate supplies of food for 3-5 days. Using a food choice model, the food bank provides food to all households, including medically fragile families, seniors, children, and people experiencing homelessness.</p> <p>Staff recommends \$30,000 in funding for this proposal. RCFB’s service delivery system is highly efficient, brought about by leveraging labor costs with volunteers and long-term experience in the client centered distribution of nutritious foods to low income individuals and families.</p>
11	<p style="text-align: center;">World Relief Sacramento (Family Self-Sufficiency)</p> <p>Proposer requests \$99,660 to provide 56 low-income refugees, women and single mothers who are in need of support in adjusting to American society, living in north Sacramento County and Rancho Cordova, with case management services and a full array of CSBG support service resources. This program will help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system.</p> <p>Staff recommends \$99,660 in funding for this proposal. The proposal focuses on employment services for low-income, vulnerable families and single mothers, who are all target groups in the PY 2024 RFP.</p>
12	<p style="text-align: center;">Elk Grove Adult and Community Education (Safety-Net)</p> <p>Proposer requests \$128,503 to provide 203 single-parent, low-income or homeless households in the Florin, Oak Park, South Sacramento, and Lemon Hill zip codes with emergency supports including food and transportation vouchers, utility assistance/reconnection, eviction avoidance, and employment supports.</p> <p>Staff recommends \$100,000 in funding for this proposal. This program proposes to provide emergency support services to several target areas and populations identified in the PY 2024 RFP.</p>

13	<p style="text-align: center;">Next Move Homeless Services (Safety-Net)</p> <p>Proposer requests \$36,146 to provide 28 low-income families experiencing homelessness or imminently homeless with, one-time rental assistance for clients to maintain or obtain permanent housing.</p> <p>Staff recommends \$36,146 in funding for this proposal. This program proposes to provide rental assistance services in north and south Sacramento County which are priority areas identified in the PY 2024 RFP.</p>
14	<p style="text-align: center;">Wind Youth Services, Inc. (Safety-Net)</p> <p>Proposer requests \$33,000 to provide 27 low-income families, people experiencing homelessness or imminent homelessness and youth with first month's rent and eviction avoidance assistance.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
15	<p style="text-align: center;">Women's Empowerment (Family Self-Sufficiency)</p> <p>Proposer requests \$51,859 to provide 125 unhoused women, many of whom are single mothers, with intensive and innovative assistance to achieve self-sufficiency and break the cycle of homelessness for themselves and their children through three phases: job readiness, job and housing search, and job placement and retention. Such services will stabilize women and their families in preparation for self-sufficiency for themselves and their families.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

16	<p style="text-align: center;">Elk Grove Adult and Community Education (Family Self-Sufficiency)</p> <p>Proposer requests \$111,066 to provide 36 single-parent, refugee, disabled, and homeless households with case management services and a full array of CSBG support service resources to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system.</p> <p>Staff recommends \$111,066 in funding for this proposal. This program is co-located at a SWAJCC, and includes support and employment services to several target populations identified in the PY 2024 RFP.</p>
17	<p style="text-align: center;">Sacramento Kindness Campaign (Safety-Net)</p> <p>Proposer requests \$97,871 to provide 228 unhoused children and their families in Sacramento County with emergency housing, food, transportation, apartment application fees, and car repairs and registration.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
18	<p style="text-align: center;">The Salvation Army (TSA) (Safety-Net)</p> <p>Proposer requests \$85,000 to provide 101 families with utility assistance, off-site shelter, eviction avoidance, and first month’s rental assistance located throughout Sacramento County.</p> <p>Staff recommends \$75,000 in funding for this proposal. The Salvation Army has a long history of providing the proposed services to SETA target groups in PY 2024 RFP priority areas throughout Sacramento County.</p>
19	<p style="text-align: center;">First Step Housing, First Step Communities (Safety-Net)</p> <p>Proposer requests \$75,000 to provide 75 unhoused individuals who are staying in on-site shelters in the City of Sacramento with first month’s rental assistance and basic move-in expenses, for those moving from shelters to traditional housing.</p> <p>Staff recommends \$60,000 in funding for this proposal. This program operates both an on-site shelter and a safe ground shelter. It supports participants long-term by providing continued services after a resident is housed.</p>

20	<p style="text-align: center;">My Sister’s House (Safety-Net)</p> <p>Proposer requests \$43,959 to provide 76 low-income survivors of domestic violence stalking and human trafficking in Central and South Sacramento, and Elk Grove, with utility assistance and reconnection, eviction avoidance, and first month rent assistance.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
21	<p style="text-align: center;">Sacramento Kindness Campaign (Family Self-Sufficiency)</p> <p>Proposer requests \$100,000 to provide 120 unhoused children and their families with case management services as well as providing food, transportation, off-site fees, employment support and car repair.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
22	<p style="text-align: center;">Sacramento Kindness Campaign (Family Self-Sufficiency-Special Projects)</p> <p>Proposer requests \$87,535 to provide 30 unhoused families with children, with case management services, food, transportation, clothing support and off-site shelter. The program proposes to provide extended shelter for people awaiting housing placement.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

ITEM III-B-4-ACTION

AGREE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE THE
TRANSFER OF WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM
YEAR (PY) 2023-24, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO
THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT
DEPARTMENT

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2023-24. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, eligible dislocated workers are served under SETA's adult funding stream. By alleviating staff and service providers of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the Dislocated Worker funding stream, more effort can be focused on education, training, and job development services.

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD22-09, Transfer of Funds – Adult/Dislocated Worker Programs, issued on January 30, 2023, staff is recommending that the Board authorize the transfer of up to 80 percent of SETA's total WIOA Dislocated Worker formula allocation to the Adult program for PY 2023-24.

SETA's WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2023-24 are:

Adult -	\$3,969,447
Dislocated Worker -	<u>\$3,292,142</u>
	\$7,261,589

The amount of Dislocated Worker funds to be transferred to the Adult allocation is anticipated to be up to \$2,633,714. Before facilitating the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

ITEM III-B-4-ACTION (continued)
Page 2

This item was approved by the Sacramento Works Board at its November 27, 2023 meeting.

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the transfer of up to 80 percent, or \$2,633,714, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2023-24, and authorize staff to submit a request to the State of California, EDD.

PRESENTER: Michelle O’Camb

ITEM III-C-1-ACTION

APPROVAL OF FULL ENROLLMENT ACTION PLAN FOR
SACRAMENTO HEAD START AND EARLY HEAD START PROGRAMS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the Full Enrollment Action Plan for Sacramento County Head Start and Early Head Start.

On October 30, 2023, SETA received a letter indicating that pursuant to Section 641A(h)(3) of the Head Start Act, Sacramento Employment & Training Agency is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current under enrollment status. This directive includes SETA operated centers as well as delegate agencies. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office. While this plan will continue to evolve based on ongoing data, monitoring and resources, the initial Full Enrollment Action Plan is provided for review.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Sacramento Full Enrollment Plan for the Head Start/Early Head Start program to be submitted to the Office of Head Start.

PRESENTER: Karen Griffith

Enrollment Action Plan

Grantee Name	Sacramento Employment and Training Agency	Start Date November, 2023	
Grant Award Number	09CH011763	End Date November 2024	

List of Activities/Strategies:

Intended Outcome:	Reach and maintain full enrollment (97% or higher) in Sacramento County
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Key Element:	Marketing				
Intended Outcome:	To increase community awareness of Head Start and Early Head Start Services				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA Needed	Documentation	Status of Activities
Place Enrolling Now inside bus and light rail cars. Use a QR code that links families to the Head Start website and directions on how to apply for enrollment	January 2024	Karen Griffith-DD Up Town Studios- marketing company Lisa Carr, ERSEA Manager		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	
Post information in local “mom” groups on Facebook.	January, 2024	Lisa Carr, Manager Laura Correa- DeAlmeida- Education Coordinator		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	

Enrollment Action Plan

Provide wraps on all HS vehicles with phone number, website and QR code	February, 2024	Betsy Uda, Manager, Facilities		ChildPlus report 2195 Specified Fields for tracking how families are hearing about Head Start	
Increase visibility of Head Start on social media and post weekly, including enrollment opportunities and pictures/videos of children and families	January, 2024	Laura Correa-DeAlmeida, Education Coordinator Education Coordinators		ChildPlus report 2195 for tracking how families are hearing about Head Start	
Work with Code for America to ensure that Cal-Fresh website includes a statement that families who receive Cal-Fresh are automatically eligible for Head Start and Early Head Start services	TBD	Lisa Carr, Manager		Cal-Fresh website will have a statement about automatic eligibility for Cal-Fresh recipients	

Key Element:	Community Partnerships				
Intended Outcome:	To leverage partnerships to provide pathways for increased enrollment referrals to Head Start and Early Start				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Partner with Code for America to provide a pathway for referrals for families on or eligible for Cal-Fresh (SNAP)	November 29, 2023 follow up meeting and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		ChildPlus Report 2025-Enrollment Priority Report	
Partner with Project Teach to reach out to homeless families and families eligible for services under the McKinney-Vento Act	Dec 12, follow-up meeting	Lisa Carr, Manager Veronica Jones, Program Officer		ChildPlus Report 2025-Enrollment Priority Report	
Network Café- monthly meetings held at SMUD to provide opportunities for community	Monthly	Laura Correa-DeAlmeida-		-Monthly meeting agendas	

Enrollment Action Plan

agencies to learn about each other through presentations and one-on-one contacts		Education Coordinator		-ChildPlus Report 2025-Enrollment Priority Report Compile list of community partners in ChildPlus	
Reach out in-person to foster agencies, transitional housing, WIC, Family Resource agencies, Birth and Beyond, refugee organizations, et al, to ensure that all clients know about Head Start services and provide a pathway for referrals	Monthly and on-going	Home Base Coordinators, Family Service Workers, Education Coordinators Lisa Carr, Manager		-ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	
Partner with local libraries to ensure that families who use the library know about Head Start services and that librarians also refer to families to Head Start programs	Monthly and on-going	Laura Correa-DeAlmeida- Education Coordinator		ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	

Key Element:	Recruitment				
Intended Outcome:	To increase effectiveness of strategies that raise awareness and enrollment into Head Start and Early Head Start program options				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Target high need zip codes, including 95838 and 95823. Map out agencies that provide services in those areas, target high traffic areas like grocery stores, laundromats, health clinics etc., with flyers and in-person visits.	January, 2024	Lisa Carr, ERSEA Manager Program Officer Laura Correa-DeAlmeida- Education Coordinator		ChildPlus Report 2025-Enrollment Priority Report -Requests for presentation	

Enrollment Action Plan

Monthly recruitment logs to be turned into supervisors-map those agencies that provide services to eligible families, and public areas which families access regularly. Ensure that flyers are available in multiple languages and that personal connections are made.	On-going	Program Officers		-ChildPlus Report 2025- Enrollment Priority Report -Requests for presentation	
Reach out to SETA's Parent Ambassadors to help with recruitment activities and presentations.	On-going	Lisa Carr-manager Gaylon Ndiaye- Governance Coordinator		ChildPlus Report 2025- Enrollment Priority Report -Requests for presentation	
Reach out to families with age eligible children in the household, that are not currently enrolled in the program (<i>siblings currently enrolled</i>).	On-going	Home Base Coordinators, Family Service Workers, Education Coordinators		ChildPlus Report 2031 to recruitment age-eligible family members (siblings currently enrolled) with no participation record.	

Key Element:	On-going Training and Technical Assistance				
Intended Outcome:	Ensure that enrollment staff have the necessary skills, training and resources to provide excellent customer service and implement systems that are accurate and meet timelines				
Provide letter to all Delegate Agency Board chairs informing them of the FEI that Head Start is on, and the importance of achieving full enrollment and staying full.	December 2023	Karen Griffith. Deputy Director		Official letter from Grantee	
Hire a temp or parent intern to staff the inquiry line to reach out to families who have inquired about enrollment via the ChildPlus Inquiry line. Establish protocols to ensure staff follow up once the referral is made	January, 2024	Lisa Carr, Manager Veronica Jones, Program Officer Reta Keirse- Program Officer Rebel Rickansrud- Young-, Program Officer		-Increase in enrollment countywide. -Staff documenting communication with families in ChildPlus waitlist	

Enrollment Action Plan

		Monica Avila, Program Officer			
Reach out to community partners to present at scheduled monthly meetings to create and reinforce pathways for enrollment of families who are automatically eligible	December 2023 and on-going	Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer		-Increase enrollment and vitality with families who are “automatically” eligible for services -ChildPlus Report 2025- Enrollment Priority Report	
Meet with individual delegate and partner agencies who are not making progress in enrollment and put them on a corrective action plan	November 2023 and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		-Increase in countywide enrollment by delegate agencies Share New/Waitlisted families on SOP Inquiry List, filter by zip code	
Key Element:	On-going Data analysis				
Intended Outcome:	Monitor trends to ensure that enrollment is increasing and that challenges are addressed at the earliest point				
Weekly enrollment reports for Head Start sites indicating number of children enrolled, how many families were contacted, if not fully enrolled what steps did the staff take to fill open spots, collect data on families who were over income, attending a Tk or hours or location did not meet family need.	November 2023 and on-going	Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer Veronica Jones, Program Officer		-Increase enrollment to 100% -Analyze data around challenges and opportunities for full enrollment ChildPlus report -2005 End of Month Enrollment and SOP Monthly Enrollment report to track openings filled within 30 days	
Monthly data analysis of Child Plus Report 2025 to track the number of families considered automatically eligible to evaluate on-going recruitment plan		Reta Keirse- Program Officer		- Increase enrollment to 100% - Analyze data around challenges and opportunities	

Enrollment Action Plan

		Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer		for full enrollment ChildPlus report 2004 - Management of Eligibility Income used to track families meeting categorical eligibility	
Meet with stakeholders to determine and analyze any pockets of under enrollment and what changes need to be made to move to full enrollment		Management Team Reta Keirse- Program Officer Rebel Rickansrud- Young-Young, Program Officer Monica Avila, Program Officer Veronica Jones, Program Officer			
Work with delegate and partner agencies and have each agency submit an internal enrollment plan outlining how they will achieve full enrollment.	January, 2024 and on-going	Lisa Carr, Manager Veronica Jones, Program Officer		Copies of plan sent to ERSEA manager and updates sent as needed	
Send out a monthly “Light the Beam” email to all staff informing them of the progress of the FEI and to create excitement and a sense of buy-in that enrollment is increasing.	December 2023 and monthly	Lisa Carr- Manager		Monthly enrollment numbers from ChildPlus report 2005	

ITEM III-C-2-ACTION

RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR EXPANSION FUNDS FOR FISCAL YEAR 2024-2025

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the November 2023 submission of a funding application to the California Department of Social Services (CDSS) with a maximum reimbursement amount of approximately \$1,362,000 for fiscal year 2024-2025. These funds will provide additional CCTR (General Child Care and Development) services to 56 infants/toddlers in full-day, full-year child development programs.

On October 5, 2023, the California Department of Social Services released a funding announcement for expansion funds to provide full-day/full-year services on or after July 1, 2024. Funding will be allocated by county and, within each county by Local Planning Council (LPC) priority area. Awards will be made in order of highest passing score first. SETA is seeking funding to serve 56 infants/toddlers (CCTR) in center-based care for the following locations:

CCTR- Infant/Toddler		
Center	# of Children	Zip Code
Bright Beginnings	16	95670
Spinelli	16	95843
Hillsdale	8	95842
16th	8	95820
Florin Grammar	8	95828
TOTAL	56 children	

Funds will be used to support personnel, fringe benefits, and operating costs including occupancy, facilities maintenance/repair, supplies and materials.

Deputy Director Karen Griffith will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the application for expansion funds for fiscal year 2024-2025 to the California Department of Social Services with a maximum reimbursement amount of approximately \$1,362,000.

PRESENTER: Karen Griffith

ITEM IV-A-INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Mario Maslac

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA for the Community Services Block Grant, Workforce Innovation and Opportunity Act, and Refugee Support Services programs have been traced to the delegate agency records. The records were verified and appear to be in order with the exception noted below:

In 2021, FCCP reported revenues of grant funding exceeded the federal single audit \$750,000 threshold, which could mean a single audit submission is required as stated by CFR, Title 2, Subtitle A, Part 200, Subpart F(a). SETA has not received a federal single audit for fiscal year 2022 which was due by March 31, 2023.

Recommendations for Corrective Action:

Please provide a completed single audit report no later than January 31, 2024 per the letter from Nicholson & Olson dated September 20, 2022.

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Mr. Stephen Norris DATE: October 3, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of JUMA Ventures, Inc.

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

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2023, 10/11

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

Program Operator: JUMA Ventures, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from January 1, 2023 to June 30, 2023. 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: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Andrea Rogozinski

DATE: October 30, 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	1/1/2023-6/30/2023
WIOA	DW	\$39,277	7/1/2022-6/30/23	1/1/2023-6/30/2023

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2023, 10/11, 10/26, 10/30

	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, Adult and Dislocated Worker from January 1, 2023 to June 30, 2023. 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: D'et Saurboune
Governing Board

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from August 1, 2022 to July 31, 2023 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: D'et Saurborne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacqueline Rose DATE: November 7, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring of Rose Family Creative Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	CARES-Safety Net	\$33,286	11/2/2020-3/31/2022	10/1/2021-3/31/2022
CSBG	YSS	\$50,000	1/1/2022-12/31/2022	1/1/2022-12/31/2022

Monitoring Purpose: Initial: Follow-up Special Final:

Date of review: March 14, 2023

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

Program Operator: Rose Family Creative Empowerment Center, Inc.

Recommendations and General Observations:

We have reviewed the CSBG Safety Net program from January 1, 2022 to December 31, 2022. The costs reported for this program year have been partially traced to the subgrantee's records. Only a portion of the records were verified and appeared to be in order. Those records that were not verifiable are noted below:

- 1) During General Ledger and Profit and Loss testing, it was found that Rose Family Creative Empowerment's (RFCE) General Ledger (GL) report did not accurately reflect the expenses charged to the program during the PY 2022. Specifically, the GL provided by RFCE shows personnel costs related to one employee in the amount of \$45,388.40 and \$7,000 in direct participant costs, totaling \$52,388.40. The SETA fiscal claims show \$35,324.74 in personnel charges, \$6,100 in other costs, and \$7,950 in direct participant charges. The total claimed for reimbursement was \$49,374.74.
- 2) During Other Costs testing, when asked about the \$6,100 in other costs claimed but not reflected on the GL, RFCE stated that the costs claimed were a portion of the rent paid for their office space. RFCE did not provide an invoice for rent of their lease, proof of payment, nor an allocation that demonstrated how the rent split was determined. **\$6,100** is disallowed due to lack of documentation.
- 3) During Direct Participant testing, of the \$7,950 claimed for reimbursement with SETA, only \$7,000 was verified. \$7,000 is also the amount reflected on RFCE's General Ledger. **\$950** is disallowed due to lack of documentation.
- 4) During Personnel testing, RFCE did not provide timesheets nor allocation sheets for the tested months of September and October for one employee. Personnel costs in the amount of **\$35,324.74** may be disallowed due to lack of documentation.
- 5) During reimbursement check deposit testing, RFCE did not provide documented proof of deposit of December 2022/Close-out reimbursement check of 11,043.53.
- 6) RFCE also has an unresolved item from the final fiscal review of the CSBG-CARES program, dated November 7, 2022. There is an outstanding amount due for a disallowed item in the amount of \$575.55 due to lack of payment documentation.

Findings with Corrective Action Needed:

- 1) In reference to items 1-4, RFCE had disallowed costs totaling **\$42,374.74**. In an effort to resolve these findings, the following options have been deemed satisfactory corrective actions:
 - a.) Based on the General Ledger provided, RFCE had personnel costs totaling \$45,388.40, exceeding the amount claimed for reimbursement under that line item of \$35,324.74. SETA is willing to allow \$4,341.93 of additional personnel costs not previously claimed. This amount can be used to offset a portion of the disallowed costs in Other (\$6,100) and in Direct Participant (\$950), leaving a new disallowed balance of **\$2,708.07** and remaining in compliance with the subcontract agreement stating that 15% of subrecipient costs should go to direct participant costs. RFCE will need to provide timesheets and allocation sheet for the employee in question and a refund check of \$2,708.07 to SETA;
or,

b.) RFCE will provide an invoice, proof of payment and allocation of the \$6,100 claimed in other costs. RFCE will provide documentation to substantiate the unverified \$950 claimed in direct participant costs. Lastly, RFCE will provide timesheets and allocation sheets for the tested months of September and October for the employee in question; **or,**

c.) RFCE will refund SETA \$42,374.74 for the total disallowed costs due to lack of documentation.

2) RFCE will provide a copy of the missing deposited reimbursement check from December 2022/Close-out of \$11,043.53 and its deposit slip, a copy of the bank statement with that amount highlighted, or a G/L of the YSS program showing that amount in revenue.

3) RFCE will address previous findings relating to the CSBG CARES-Safety Net program's final review, dated November 7, 2022. RFCE will provide SETA proof of payment for the tested Direct Participant transaction in the amount of \$575.55 paid by credit card on 3/28/22, or issue SETA a refund in the amount of \$575.55.

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Rose Ramos **DATE:** November 14, 2023
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult / BI	\$ 232,800	7/1/22 - 6/30/23	2/1/23 – 6/30/23
WIOA	Dislocated Worker / BI	\$ 58,200	7/1/22 - 6/30/23	2/1/23 – 6/30/23
WIOA	Out-of-School Youth	\$ 172,588	7/1/22 - 6/30/23	2/1/23 – 6/30/23
RSS	English Language Learner	\$ 240,000	10/1/22 – 9/30/23	10/1/22 – 6/30/23
RSS	ADD’L SUPPORT	\$ 29,900	10/1/22 – 9/30/23	10/1/22 – 6/30/23

Monitoring Purpose: Initial X Follow-up Special Final X
Date of review: 9/4/23
Follow up: 9/13, 9/18, 9/26, 9/27, 9/29, 10/2, 10/4

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA for the Workforce Innovation and Opportunity Act (WIOA) and Refugee Support Services (RSS) grants have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order with the exception below:

- SCUSD records show total expenditures of \$159,769.46 for ELL and \$21,770.72 for Additional Support, however total expenses claimed in monthly invoicing was \$174,267.72 for ELL and \$23,208.14 for RSS Additional Support. This means SCUSD was over-reimbursed on the ELL and Additional Support grants. Therefore, the total due to SETA equals \$14,498.26 for ELL and \$1,437.42 for RSS Additional Support. Multiple attempts were made to secure proper documentation with no written response from the budget services staff at SCUSD.
- In addition, there was an unverifiable \$1,965.08 expense charged to ELL. When selected for review, the documentation provided stated, "Per Accounts Payable Department, nothing was charged to this chargeback. No product ordered, no payment issued."

Recommendations for Corrective Action:

- SCUSD will refund SETA \$14,498.26 and \$1,437.42 for the ELL and RSS Additional Support grants respectively, totaling \$15,935.68 or provide supporting documentation demonstrating the amounts claimed to SETA for reimbursement.
- SCUSD will refund SETA \$1,965.08 for the ELL grant.
- SCUSD will also provide SETA with a corrective action letter detailing internal controls that will be implemented to prevent future discrepancies between invoiced costs and actual expenses incurred.

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Dr. E’leva Gibson **DATE:** November 29, 2023
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 6,587,105	8/1/22 – 7/31/23	1/1/23 – 7/31/23
Head Start	T & TA	\$ 31,200	8/1/22 – 7/31/23	1/1/23 – 7/31/23
Head Start	ARP	\$ 880,624	4/1/21 – 3/31/24	1/1/23 – 7/31/23
Head Start	CRRSA	\$ 225,032	4/1/21 – 3/31/24	1/1/23 – 7/31/23

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: October 10th, 2023
Follow Up: 10/17, 10/25, 10/30, 11/1, 11/3, 11/9

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

None

cc: D’et Saurbourne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Julie Montali DATE: October 30, 2023

FROM: David B Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$804,854	8/1/22 - 7/31/23	8/1/22 - 7/31/23
Early Head Start	ARP	\$ 92,131	4/1/21 - 3/31/24	8/1/22 - 7/31/23
Early Head Start	CRRSA	\$ 23,543	4/1/21 - 3/31/24	8/1/22 - 7/31/23

Monitoring Purpose: Initial Follow-up X Special Final X

Dates of review: 9/17/23
Follow up Dates: 9/20, 9/25

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: D'et Saurbourne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Lisa Teal **DATE:** November 29, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$11,001,605	8/1/22-7/31/23	2/1/23-7/31/23
Head Start	T & TA	\$51,757	8/1/22-7/31/23	2/1/22-7/31/23
Head Start	ARP	\$1,249,126	4/1/21-3/31/24	2/1/22-7/31/23
Head Start	CRRSA	\$319,203	4/1/21-3/31/24	2/1/22-7/31/23
Early HS	Basic & COLA	\$2,173,707	8/1/22-7/31/23	2/1/22-7/31/23
Early HS	T & TA	\$73,638	8/1/22-7/31/23	2/1/22-7/31/23
Early HS	ARP	\$196,226	4/1/21-3/31/24	2/1/22-7/31/23
Early HS	CRRSA	\$49,837	4/1/21-3/31/24	2/1/22-7/31/23

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

Date of Review: October 18, 2023, 10/25, 11/9

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA for the Head Start and Early Head Start programs from February 1, 2023 to July 31, 2023 have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Vasseliki Vervilos **DATE:** November 20, 2023
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 2,653,406	8/1/22 - 7/31/23	2/1/23 – 7/31/23
Head Start	T & TA	\$ 15,930	8/1/22 - 7/31/23	2/1/23 – 7/31/23
Head Start	ARP	\$ 191,440	4/1/21 - 3/31/24	2/1/23 – 7/31/23
Head Start	CRRSA	\$ 48,920	4/1/21 - 3/31/24	2/1/23 – 7/31/23
Early HS	Basic	\$ 1,094,410	8/1/22 - 7/31/23	2/1/23 – 7/31/23
Early HS	T & TA	\$ 13,712	8/1/22 - 7/31/23	2/1/23 – 7/31/23
Early HS	ARP	\$ 67,004	4/1/21 - 3/31/24	2/1/23 – 7/31/23
Early HS	CRRSA	\$ 17,122	4/1/21 - 3/31/24	2/1/23 – 7/31/23

Monitoring Purpose: Initial Interim Special Final

Date of review: October 17, 2023
Follow up: 10/18-20/23

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

There are no findings.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** October 5, 2023
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$128,326	7/1/2022-6/30/2023	1/1/2023-6/30/2023

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2023, 9/22, 9/29

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

Program Operator: Waking the Village

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from January 1, 2023 to June 30, 2023. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order with the exception of the observation noted below.
- 2) While in this review there were no disallowed costs, it is SETA's observation that Waking the Village's record keeping in participants costs lacks organization. Waking the Village is declining further funding in the WIOA programs, however should Waking the Village accept funding in the future this deficiency of cohesive administration of costs should be addressed.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Ms. Edenausageboye Davis **DATE:** November 27, 2023
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Fiscal Monitoring Review of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,460,345	8/1/2022-7/31/2023	2/01/2023-7/31/2023
Head Start	T & TA	\$11,700	8/1/2022-7/31/2023	2/01/2023-7/31/2023
Head Start	ARP/CRRSA	\$180,270	4/1/2021-3/31/2024	2/01/2023-7/31/2023

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

Date of review: October 10, 2023, 10/20, 10/25, 11/7

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

Program Operator: Women’s Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start Basic, T & T/A and ARP/CRRSA programs from February 1, 2023 to July 31, 2023. The costs reported for these programs have been traced to the subgrantee’s records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: D’et Saurbourne
Governing Board
Policy Council

ITEM IV-B-INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Elk Grove	9	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
	7	Senior Information Technology Analyst	1
	9	Senior Integrated Waste Equipment Operator	1
	9	Staff Assistant-Worker's Compensation	1
3	Survey Party Chief	1	
City of Sacramento	9	Account Auditor	1
	9	311 Customer Service Agent	1
	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	6
	9	Administrative Assistant	1
	9	Administrative Office	1
	9	Administrative Technician	3
	9	Animal Care Technician	1
	3	Assistant Civil Engineer -Development	2
	9	Assistant Engineer/Associate Engineer	1
	9	Budget Technician	1
	3	Building Inspector II	1
	3	Building Inspector IV	1
	9	Building Maintenance Worker	1
	9	Cashier-Aquatics	1
	9	Community Center Attendant I	1
	9	Community Service Officer	2
	9	Crew Leader	1

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Customer Service Specialist	2
	3	Deputy Chief Building Official	1
	9	Deputy City Attorney/Senior Deputy City Attorney	1
	9	Development Project Manager	1
	7	Dispatcher I - Recruit	1
	7	Dispatcher I Recruit	1
	7	Dispatcher II	1
	7	Dispatcher II - Lateral	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Equipment Mechanic III	1
	9	Executive Assistant	1
	9	Geographic Information Systems Specialist II	1
	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor	1
	9	Instrument Technician II	1
	3	Junior Engineer	1
	3	Junior Engineer - Development	1
	9	Junior Plant Operator Drainage Operations	1
	9	Labor Relations Analyst	1
	9	Lifeguard	1
	9	Machinist Helper	1
	9	Mayor Council Intern - District 8	1
	6	Mental Health Clinician	1
	9	Meter Reader	1
	9	Parking Enforcement Supervisor	1
	9	Police Clerk III	1
	9	Police Officer	2
	9	Police Officer -Recruit	1
	9	Police Records Specialist I	1
	7	Principal Applications Developer	1
9	Process Control Systems Specialist	1	
9	Program Leader	1	
9	Program Manager -Long Range Financial Planning	1	
9	Program Specialist	1	
9	Public Information Coordinator	1	

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Real-Time Information Center Operator	1
	9	Recycling Coordinator I	1
	9	Registered Veterinary Technician	1
	9	Senior Administrative Assistant	1
	9	Senior Council Representative -Chief of Staff- District 3	1
	7	Senior Information Technology Support Specialist	1
	9	Senior Lifeguard	1
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	1
	9	Senior Station Engineer	1
	9	Stores Clerk II	1
	3	Street Construction Equipment Operator	1
	9	Student Intern	1
	9	Student Trainee Police Department	1
	9	Student Trainee-Police Department	1
	7	Systems Engineer-IT Operations	1
9	Traffic Control and Lighting Technician Trainee	1	
Franchise Tax Board	9	Tax Technician	1
GAT Airline Ground Support	9	Airport Ramp Agent	15
HP Hood LLC	9	Maintenance Engineer	1
Los Rios Community College	4	Account Clerk I	1
	4	Account Clerk II	1
	4	Accountant	1
	4	Accounting Specialist	1
	4	Administrative Assistant I	2
	4	Administrative Assistant II	1
	4	Admissions/Records Clerk II	1
	4	Admissions/Records Evaluator I	1
	4	Admissions/Records Evaluator/Degree Auditor I	2
	4	Admissions/Records Technician II	2
	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 Chancellor of Planning, Research, and Institutional Effectiveness	1
4	Associate Vice President of Prison and Reentry Education Program and Special Projects	1	

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College	4	Business Adjunct Assistant Professor Pool	1
	4	Campus Operations Supervisor	1
	1	Chief Financial Officer	1
	4	Chief of Police	1
	4	Child Development Center Teacher	1
	4	Clerk II	1
	4	Clerk III	4
	4	Confidential Administrative Assistant III	1
	4	Confidential Human Resources Specialist II	1
	4	Cosmetology Adjunct Assistant Professor Pool	1
	4	Counseling Clerk II	1
	4	Counselor Prison and Reentry Education Program	1
	4	Curriculum Specialist	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 (I) of Accounting Services	1
	4	Director (IX) of Foundation Accounting	1
	4	Director (V) of Financial Aid	1
	4	Director (VI) of Educational Options	1
	4	Director (VII) of Native American Student Support and Success Program (NASSSP)	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	Educational Media Design Specialist	1
	4	Electrician Trainee Adjunct Assistant Professor Pool	1
	4	Facilities Administrative Support Technician I	1
4	Financial Aid Officer	1	
4	Financial Aid Supervisor	1	
4	Financial Aid Technician	1	

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College	4	Forestry Natural Resources Adjunct Assistant Professor Pool	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
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Development Adjunct Coordinator Pool	1
	4	Instructional Laboratory Supervisor - Science Programs	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician	4
	4	Laboratory Technician - Biology	1
	4	Learning Disabilities Specialist/Disability Support Programs and Services Counselor	1
	4	Librarian Adjunct Assistant Professor Pool	1
	4	Maintenance Operations Clerk	1
	4	Maintenance Technician II	1
	4	Media Systems/Resources Technician II	1
	4	Mental Health Clinician Supervisor	4
	4	Mental Health Clinician Supervisor	4
	4	Nutritional Science/Dietetics Adjunct Assistant Professor Pool	1
	4	Operations Technician	1
	4	Outreach Specialist	1
	4	Paramedics/EMT Adjunct Assistant Professor Pool	1
4	Payroll Accountant	1	
4	Payroll Technician	1	
4	Police Communication Dispatcher	1	
4	Prison and Reentry Education Program and Special Projects Director II	1	

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College	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	Risk Management Specialist	1
	4	Senior Buyer/Contract Specialist	1
	4	Sociology Adjunct Assistant Professor Pool	1
	4	Special Projects - Education Coach I	1
	4	Special Projects - Open Educational Resources (OER) Specialist	1
	4	Speech Language Pathology Assistant (SLPA) Adjunct Assistant Professor Pool	1
	4	Student Personnel Assistant Disabled Student Programs and Services	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Cultural Awareness Center	1
	4	Student Personnel Assistant - Student Life	1
	4	Student Personnel Assistant - Student Services	3
	4	Student Support Specialist	5
	4	Swim and Dive Adjunct Faculty Head Coach Pool	1
	4	Theater Technician	1
	4	Tutorial Services Assistant	1
	4	Utility Worker	1
	4	Veterinary Technology Assistant Professor and Program Coordinator	1
	4	Vice President of Administrative Services	1
4	Vice President of Instruction	1	
4	Vietnamese Adjunct Assistant Professor Pool	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 Children's Home		Event and Volunteer Coordinator-Philanthropy	1
		Family Facilitator I	1
		Family Facilitator II	1
		Family Finding Permanency Specialist	1
		Home Visitor	1
	Outreach and Marketing Coordinator -Philanthropy	1	

SETA- Employer Activity Report

The following is an update of information as of November 29, 2023

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Sacramento LGBT Community Center	9	Chief Financial Officer	1
Sacramento Regional Transit	9	Bus Driver	3
United States Credit Bureau INC	9	Collector I	20
Western Range	9	Range Lamber	9
Total			314

ITEM-IV-C-INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2023/2024

The following is an update of information as of November 28, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Sacramento Self Help Housing 1010 Hurley Way Ste. 500 Sacramento, CA 95825	Social Services	6/21/2023	Permanent	168	Sacramento, CA	Yes	Yes
Patriot Transport 860 National Dr. Ste. 100 Sacramento, CA 95834	Transportation	7/2/2023	Permanent	7	Sacramento, CA	Yes	Yes
YRC Inc. dba YRC Freight 3210 52nd Avenue Sacramento, CA 95823	Transportation	7/30/2023	Permanent	60	Sacramento, CA	Yes	Yes
SK hynix NAND Product Solutions Corp. dba Solidigm 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	8/15/2023	Permanent	98	Sacramento, CA	Yes	Yes
Intel Corporation 1900 Prairie City Dr. Folsom, CA 95630	Electronics	8/31/2023	Permanent	89	Sacramento, CA	Yes	Yes
Peet's Coffee 3100 Folsom Blvd Sacramento, CA 95814	Food and Beverage	8/31/2023	Permanent	8	Sacramento, CA	No	Yes
MTT Collective 307 Riley St. Folsom, CA 95630	Retail	9/1/2023	Permanent	2	Folsom, CA	Yes	Yes
Chando's Taco's 7084 Auburn Blvd Citrus Heights, CA 95621	Food and Beverage	9/1/2023	Permanent	9	Citrus Heights, CA	No	Yes
Fuqua Physical Therapy 6560 Greenback Ln Citrus Heights, CA 95621	Healthcare	9/17/2023	Temporary Fire	8	Citrus Heights, CA	Yes	Yes
99 Cents Only Store 6431 Fair Oaks Blvd Carmichael, CA 95608	Grocery/retail	9/29/2023	Permanent	12	Carmichael, CA	No	Yes
Escape Folsom 727 Traders Ln Folsom, CA 95630	Entertainment/Food Beverage	9/29/2023	Permanent	12	Folsom, CA	No	Yes
Luck Dog Bakery 722 Traders Ln Folsom, CA 95630	Specialty Retail	9/29/2023	Permanent	1	Folsom, CA	No	Yes

Dislocated Worker Information PY 2023/2024

The following is an update of information as of November 28, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Foundations for California Community Colleges 1102 Q St. Ste. 4800 Sacramento, CA 95811	Education	9/29/2023	Permanent	259	Sacramento, CA	Yes	No
Ericsson Inc. 4119 S. Market Ct. Bldg. A, Suite 20 Sacramento, CA 95834	Telecommunications	9/29/2023	Permanent	94	Sacramento, CA	Yes	Yes
Gold Country Run & Sport 7610 Folsom Auburn Rd. Ste #160 Folsom, CA 95630	Retail	9/30/2023	Permanent	4	Folsom, CA	Yes	Yes
Centerra 501 I Street, Suite 5600 Sacramento, CA 95814	Security	9/30/2023	Permanent	33	Sacramento, CA	Yes	Yes
Sunrun 1172 W. National Dr. Ste. 50 Sacramento, CA 95834	Energy	10/2/2023	Permanent	50	Sacramento, CA	Yes	Yes
Carbon Health 2100 Franklin St Ste. 355 Oakland, CA 94612 (3 Sac County Locations)	Healthcare	10/9/2023	Permanent	3	Sacramento, CA	Yes	Yes
Cygnus Home Service, LLC dba Yelloh 999 Kent Street Elk Grove, CA95625	Food Delivery	10/20/2023	Permanent	8	Elk Grove, CA	Yes	Yes
Boston Pizza & Sports Bar 5511 Sunrise Blvd Citrus Heights, CA 95610	Food and Beverage	11/30/2023	Permanent	42	Citrus Heights, CA	Yes	Yes
Matheson Flight Extenders 7531 Metro Air Parkway Sacramento, CA 95837	Transportation	12/5/2023	Permanent	124	Sacramento, CA	Yes	Yes
Arden Hills County Club, Inc. 1220 Arden Hills Lane Sacramento, CA 95864	Resort	12/12/2023	Permanent	33	Sacramento, CA	Yes	Yes
SK hynix NAND Product Solutions Corp. dba Solidigm 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	12/29/2023	Permanent	172	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2023/2024

The following is an update of information as of November 28, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Intel Corporation 1900 Prairie City Road Folsom, CA 95630	Electronics	12/31/2023	Permanent	235	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Drive Building B Rancho Cordova, CA 95670	Healthcare	1/23/2024	Permanent	20	Rancho Cordova, CA	Yes	Yes
TOTAL				1,551			

ITEM IV-D-INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of October was 4.4%.

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) 530-1700

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Total wage and salary jobs up 12,200 over the month; 24,100 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.4 percent in October 2023, up from a revised 4.2 percent in September 2023, and above the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.6 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.9 percent in Placer County, 4.5 percent in Sacramento County, and 4.4 percent in Yolo County.

Between September 2023 and October 2023, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 12,200 to total 1,114,000 jobs.

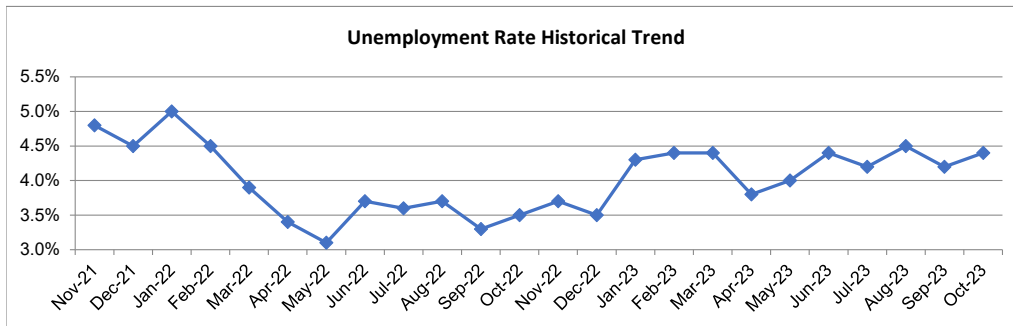
- Private education and health services continued to lead the region on job gains in October, adding 4,500 jobs. Employment continued to trend up over the month in healthcare and social assistance (up 4,100 jobs) and private educational services (up 400 jobs).
- Government reported a month-over gain of 3,100 jobs with 81 percent of the growth in local government (up 2,500 jobs), while state government advanced by 600 jobs. Federal government remained unchanged.
- Employment in trade, transportation, and utilities expanded by 2,900 jobs from September to October. Within the industry sector, job additions were recorded in retail trade (up 1,700 jobs) and transportation, warehousing, and utilities (up 1,200 jobs). Wholesale trade remained unchanged.
- Over the month, employment declines were recorded in leisure and hospitality (down 700 jobs) and farm (down 400 jobs).

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

- Private education and health services (up 13,500 jobs) continued to lead year-over job growth for the region. Healthcare and social assistance grew by 12,900 jobs. Private educational services added 600 jobs.
- Government advanced by 5,000 jobs since the previous October. Employment growth was spread across local government (up 3,700 jobs), state government (up 1,000 jobs), and federal government (up 300 jobs).
- Construction payrolls increased by 3,600 jobs. Within the industry sector, construction of buildings grew by 3,900 jobs while specialty trade contractors gained 1,200 jobs.
- Employment in other services expanded by 2,600 jobs compared to last October.
- On the contrary, three industries reported year-over decline, led by financial activities (down 1,700 jobs), professional and business services (down 700 jobs), and information (down 400 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 4.4 percent in October 2023, up from a revised 4.2 percent in September 2023, and above the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.6 percent for the nation during the same period. The unemployment rate was 4.0 percent in El Dorado County, 3.9 percent in Placer County, 4.5 percent in Sacramento County, and 4.4 percent in Yolo County.



Industry	Sep-2023	Oct-2023	Change		Oct-2022	Oct-2023	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,101,800	1,114,000	12,200		1,089,900	1,114,000	24,100
Total Farm	9,600	9,200	(400)		8,900	9,200	300
Total Nonfarm	1,092,200	1,104,800	12,600		1,081,000	1,104,800	23,800
Mining, Logging, and Construction	79,600	81,700	2,100		78,100	81,700	3,600
Mining and Logging	600	600	0		600	600	0
Construction	79,000	81,100	2,100		77,500	81,100	3,600
Manufacturing	41,200	41,200	0		40,900	41,200	300
Trade, Transportation, and Utilities	168,600	171,500	2,900		170,600	171,500	900
Information	10,100	10,100	0		10,500	10,100	(400)
Financial Activities	50,000	50,500	500		52,200	50,500	(1,700)
Professional and Business Services	151,300	151,500	200		152,200	151,500	(700)
Private Education and Health Services	189,000	193,500	4,500		180,000	193,500	13,500
Leisure and Hospitality	112,500	111,800	(700)		111,100	111,800	700
Other Services	39,600	39,600	0		37,000	39,600	2,600
Government	250,300	253,400	3,100		248,400	253,400	5,000

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

November 17, 2023

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2022 Benchmark

Data Not Seasonally Adjusted

	Oct 22	Aug 23	Sep 23	Oct 23	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,133,600	1,131,400	1,140,000	1,140,700	0.1%	0.6%
Civilian Employment	1,093,700	1,080,000	1,091,700	1,090,800	-0.1%	-0.3%
Civilian Unemployment	39,900	51,400	48,300	49,800	3.1%	24.8%
Civilian Unemployment Rate	3.5%	4.5%	4.2%	4.4%		
(CA Unemployment Rate)	3.9%	5.1%	4.9%	4.8%		
(U.S. Unemployment Rate)	3.4%	3.9%	3.6%	3.6%		

Total, All Industries (2)	1,089,900	1,099,700	1,101,800	1,114,000	1.1%	2.2%
Total Farm	8,900	10,200	9,600	9,200	-4.2%	3.4%
Total Nonfarm	1,081,000	1,089,500	1,092,200	1,104,800	1.2%	2.2%
Total Private	832,600	841,400	841,900	851,400	1.1%	2.3%
Goods Producing	119,000	119,400	120,800	122,900	1.7%	3.3%
Mining, Logging, and Construction	78,100	77,900	79,600	81,700	2.6%	4.6%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	77,500	77,300	79,000	81,100	2.7%	4.6%
Construction of Buildings	15,400	16,400	16,600	17,100	3.0%	11.0%
Specialty Trade Contractors	53,400	53,900	55,500	57,300	3.2%	7.3%
Foundation, Structure, and Building Exterior	14,300	14,100	14,500	14,700	1.4%	2.8%
Building Equipment Contractors	22,100	22,200	22,800	23,400	2.6%	5.9%
Building Finishing Contractors	11,600	12,400	12,900	13,700	6.2%	18.1%
Manufacturing	40,900	41,500	41,200	41,200	0.0%	0.7%
Durable Goods	26,400	26,600	26,500	26,600	0.4%	0.8%
Computer and Electronic Product Manufactu	4,600	4,500	4,500	4,500	0.0%	-2.2%
Non-Durable Goods	14,500	14,900	14,700	14,600	-0.7%	0.7%
Food Manufacturing	5,600	6,200	6,200	6,000	-3.2%	7.1%
Service-Providing	962,000	970,100	971,400	981,900	1.1%	2.1%
Private Service Providing	713,600	722,000	721,100	728,500	1.0%	2.1%
Trade, Transportation, and Utilities	170,600	168,800	168,600	171,500	1.7%	0.5%
Wholesale Trade	28,500	29,200	28,900	28,900	0.0%	1.4%
Merchant Wholesalers, Durable Goods	16,300	16,600	16,400	16,300	-0.6%	0.0%
Merchant Wholesalers, Nondurable Goods	10,700	10,800	10,700	10,800	0.9%	0.9%
Retail Trade	101,100	99,900	99,600	101,300	1.7%	0.2%
Motor Vehicle & Parts Dealer	15,200	15,600	15,400	15,500	0.6%	2.0%
Building Material and Garden Equipment an	9,000	9,000	8,900	8,900	0.0%	-1.1%
Grocery and Convenience Retailers	20,400	20,300	20,100	20,200	0.5%	-1.0%
General Merchandise Retailers	20,300	19,900	20,100	20,800	3.5%	2.5%
Health and Personal Care Retailers	5,700	5,300	5,400	5,500	1.9%	-3.5%
Clothing, Clothing Accessories, Shoe, and J	6,500	6,300	6,300	6,500	3.2%	0.0%
Sporting Goods, Hobby, Musical Instrument	11,500	11,500	11,400	11,600	1.8%	0.9%
Transportation, Warehousing, and Utilities	41,000	39,700	40,100	41,300	3.0%	0.7%
Information	10,500	10,200	10,100	10,100	0.0%	-3.8%
Publishing Industries	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	2,800	2,600	2,600	2,600	0.0%	-7.1%
Financial Activities	52,200	50,700	50,000	50,500	1.0%	-3.3%
Finance and Insurance	32,900	32,600	32,100	32,300	0.6%	-1.8%
Credit Intermediation and Related Activities	9,600	9,500	9,400	9,400	0.0%	-2.1%
Depository Credit Intermediation including	5,700	5,800	5,700	5,700	0.0%	0.0%
Nondepository Credit Intermediation	2,200	2,100	2,100	2,100	0.0%	-4.5%
Insurance Carriers and Related Activities	20,000	19,700	19,400	19,600	1.0%	-2.0%
Real Estate and Rental and Leasing	19,300	18,100	17,900	18,200	1.7%	-5.7%
Real Estate	15,600	14,400	14,200	14,500	2.1%	-7.1%
Professional and Business Services	152,200	153,200	151,300	151,500	0.1%	-0.5%
Professional, Scientific, and Technical Servic	71,900	75,800	75,100	74,600	-0.7%	3.8%
Architectural, Engineering, and Related Se	11,200	11,700	11,600	11,700	0.9%	4.5%
Management of Companies and Enterprises	13,500	13,800	13,700	13,900	1.5%	3.0%
Administrative and Support and Waste Mana	66,800	63,600	62,500	63,000	0.8%	-5.7%
Administrative and Support Services	63,400	60,200	59,100	59,500	0.7%	-6.2%
Employment Services	23,500	21,500	21,100	21,300	0.9%	-9.4%

Data Not Seasonally Adjusted

	Oct 22	Aug 23	Sep 23	Oct 23	Percent Change	
			Revised	Prelim	Month	Year
Services to Buildings and Dwellings	20,000	20,200	20,000	20,100	0.5%	0.5%
Private Education and Health Services	180,000	186,000	189,000	193,500	2.4%	7.5%
Private Educational Services	14,000	13,800	14,200	14,600	2.8%	4.3%
Health Care and Social Assistance	166,000	172,200	174,800	178,900	2.3%	7.8%
Ambulatory Health Care Services	60,800	63,100	64,300	67,000	4.2%	10.2%
Hospitals	26,200	27,100	27,600	27,800	0.7%	6.1%
Nursing and Residential Care Facilities	17,000	18,200	18,700	19,100	2.1%	12.4%
Leisure and Hospitality	111,100	114,500	112,500	111,800	-0.6%	0.6%
Arts, Entertainment, and Recreation	18,300	19,700	18,900	18,700	-1.1%	2.2%
Accommodation and Food Services	92,800	94,800	93,600	93,100	-0.5%	0.3%
Accommodation	9,000	9,800	9,500	9,300	-2.1%	3.3%
Food Services and Drinking Places	83,800	85,000	84,100	83,800	-0.4%	0.0%
Restaurants and Other Eating Places	78,900	79,800	79,000	78,700	-0.4%	-0.3%
Full-Service Restaurants	34,300	34,300	33,700	33,500	-0.6%	-2.3%
Limited-Service Restaurants and Other E	44,600	45,500	45,300	45,200	-0.2%	1.3%
Other Services	37,000	38,600	39,600	39,600	0.0%	7.0%
Repair and Maintenance	10,900	11,000	11,300	11,500	1.8%	5.5%
Government	248,400	248,100	250,300	253,400	1.2%	2.0%
Federal Government	14,200	14,400	14,500	14,500	0.0%	2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	234,200	233,700	235,800	238,900	1.3%	2.0%
State Government	128,300	127,900	128,700	129,300	0.5%	0.8%
State Government Educational Services	27,000	24,800	25,200	25,500	1.2%	-5.6%
State Government Excluding Education	101,300	103,100	103,500	103,800	0.3%	2.5%
Local Government	105,900	105,800	107,100	109,600	2.3%	3.5%
Local Government Educational Services	57,900	54,700	56,800	59,500	4.8%	2.8%
Local Government excluding Educational Se	48,000	51,100	50,300	50,100	-0.4%	4.4%
County Government	19,500	20,000	20,100	20,100	0.0%	3.1%
City Government	10,000	11,100	10,700	10,700	0.0%	7.0%
Special Districts plus Tribes	18,500	20,000	19,500	19,300	-1.0%	4.3%

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
October 2023 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,408,700	18,480,800	927,900	4.8%
ALAMEDA	18	832,600	796,200	36,400	4.4%
ALPINE	52	480	450	40	7.3%
AMADOR	32	14,600	13,880	720	4.9%
BUTTE	34	92,700	88,000	4,600	5.0%
CALAVERAS	15	22,350	21,440	910	4.1%
COLUSA	56	10,470	9,550	920	8.8%
CONTRA COSTA	18	554,400	530,100	24,200	4.4%
DEL NORTE	43	9,470	8,940	530	5.5%
EL DORADO	13	94,500	90,700	3,800	4.0%
FRESNO	51	458,700	426,900	31,800	6.9%
GLENN	41	12,920	12,230	700	5.4%
HUMBOLDT	18	61,000	58,200	2,700	4.4%
IMPERIAL	58	74,600	60,200	14,400	19.3%
INYO	5	8,350	8,050	300	3.6%
KERN	54	401,300	371,100	30,100	7.5%
KINGS	53	57,600	53,300	4,300	7.4%
LAKE	44	27,890	26,330	1,560	5.6%
LASSEN	15	9,480	9,090	390	4.1%
LOS ANGELES	34	4,977,600	4,730,100	247,400	5.0%
MADERA	50	63,400	59,100	4,300	6.8%
MARIN	5	132,800	128,100	4,700	3.6%
MARIPOSA	18	8,000	7,650	350	4.4%
MENDOCINO	23	36,600	34,940	1,660	4.5%
MERCED	55	114,800	105,800	9,000	7.8%
MODOC	27	3,240	3,090	150	4.7%
MONO	23	8,580	8,200	380	4.5%
MONTEREY	29	232,700	221,600	11,100	4.8%
NAPA	3	71,500	69,000	2,500	3.5%
NEVADA	13	47,420	45,530	1,890	4.0%
ORANGE	8	1,611,700	1,551,300	60,300	3.7%
PLACER	11	196,800	189,200	7,600	3.9%
PLUMAS	44	7,290	6,890	410	5.6%
RIVERSIDE	38	1,160,900	1,100,700	60,300	5.2%
SACRAMENTO	23	738,900	705,300	33,500	4.5%
SAN BENITO	41	32,800	31,000	1,800	5.4%
SAN BERNARDINO	34	1,015,800	965,100	50,600	5.0%
SAN DIEGO	17	1,602,600	1,535,800	66,800	4.2%
SAN FRANCISCO	2	576,700	557,000	19,700	3.4%
SAN JOAQUIN	48	349,600	328,100	21,500	6.2%
SAN LUIS OBISPO	3	139,700	134,800	4,900	3.5%
SAN MATEO	1	455,900	441,400	14,500	3.2%
SANTA BARBARA	8	229,700	221,100	8,600	3.7%
SANTA CLARA	10	1,055,000	1,015,400	39,600	3.8%
SANTA CRUZ	29	135,500	129,000	6,600	4.8%
SHASTA	32	72,000	68,400	3,600	4.9%
SIERRA	11	1,350	1,290	50	3.9%
SISKIYOU	39	17,620	16,700	930	5.3%
SOLANO	27	202,400	192,900	9,500	4.7%
SONOMA	5	252,000	242,800	9,100	3.6%
STANISLAUS	46	247,100	232,200	14,800	6.0%
SUTTER	49	46,900	44,000	3,000	6.4%
TEHAMA	39	25,890	24,510	1,380	5.3%
TRINITY	37	4,370	4,150	220	5.1%
TULARE	57	209,100	189,000	20,100	9.6%
TUOLUMNE	29	20,030	19,080	950	4.8%
VENTURA	23	418,700	399,700	19,000	4.5%
YOLO	18	110,500	105,600	4,900	4.4%
YUBA	47	32,200	30,200	2,000	6.1%

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 IV-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

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Enrollment Summary						
Total Funded Enrollment	660	164	56	880	156,712	23236
Actual Enrollment	1078	281	56	1415	179,902	25586
# Enrolled < 45 days	90	42	3	135	8,516	1311
Of enrollees, # Pregnant Women	30	16	0	46	11,759	1303
# pregnant women who left before baby was born	5	1	0	6	783	73
# of infants subsequently enrolled after birth	16	11	0	27	5,710	687
# Total staff	148	61	24	233	61,920	7938
# of classes	38	10	7	55	11,263	1240
Child Demographics						
Age: under 1	21%	30%	0%	22%	26%	24%
Age: 1 years old	35%	26%	30%	33%	32%	33%
Age: 2 years old	40%	35%	64%	40%	38%	38%
Age: 3 years old	5%	9%	5%	6%	3%	5%
Race & Ethnicity						
Hispanic	46%	31%	27%	42%	39%	73%
Non-Hispanic	54%	69%	88%	58%	61%	27%
Am. Indian/Alaska Native	1%	0%	0%	1%	2%	2%
Asian	10%	15%	7%	11%	2%	5%
Black or African America	26%	15%	46%	25%	28%	10%
Native Hawaiian/Pac.Islander	1%	0%	4%	1%	1%	0%
White	31%	52%	5%	34%	48%	58%
Bi-racial/Multi-racial	15%	4%	13%	13%	12%	6%
Other or Unspecified	16%	14%	25%	16%	7%	19%
Primary Language						
English	66%	36%	77%	61%	71%	54%
Spanish	21%	18%	14%	20%	23%	40%
Native Central/South Am.	0%	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	4%	38%	4%	11%	2%	2%
East Asian	6%	0%	4%	5%	1%	3%
Native No.American/Alaskan	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%
European/Slavic	2%	7%	0%	3%	1%	1%
African	0%	1%	0%	0%	1%	0%
American Sign Language	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	2%	1%	1%	0%
# children in foster care	4%	0%	2%	3%	4%	4%
First year enrollees	49%	44%	79%	50%	51%	54%

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Family Demographics						
# of Families	931	240	53	1224	151,800	22055
# of One Parent Families	63%	30%	64%	57%	60%	53%
# of Two Parent Families:	37%	70%	36%	43%	40%	47%
..... Advanced or baccalaureate degree	11%	22%	4%	13%	11%	11%
.....Associate degree, vocational school	28%	31%	19%	28%	22%	28%
.....High School graduate or GED	43%	38%	51%	42%	47%	37%
.....Less than high school graduate	18%	10%	26%	17%	19%	22%
# income below 100% poverty	65%	60%	55%	63%	57%	42%
% Over Income	5%	5%	4%	5%	4%	5%
# families experiencing homeless	6%	1%	4%	5%	7%	10%
# families receiving TANF	20%	15%	32%	20%	6%	29%
# families receiving SSI	4%	3%	4%	4%	5%	3%
Families receiving WIC	64%	79%	55%	74%	57%	66%
Families receiving SNAP	48%	23%	68%	44%	46%	36%
# Families on active military duty	0%	1%	0%	0%	1%	1%
% Families receiving EHS services	92%	52%	100%	85%	83%	85%
Child Health Services						
Children with medical home	96%	98%	100%	97%	95%	97%
Children with health insurance	96%	100%	100%	97%	96%	99%
Med Screenings Complete	53%	58%	47%	54%	62%	58%
Needing Med. Treatment	20%	21%	28%	20%	15%	17%
Rec'd Med. Treatment	81%	93%	71%	83%	71%	14%
Dental						
Up to date oral health care	97%	109%	100%	100%	56%	59%
Immunization						
Complete/up to date/exempt						
....at enrollment	75%	53%	84%	71%	65%	70%
....at end of program year	78%	69%	89%	76%	69%	78%
Education Screenings/Assessments						
# Completed Ed. Screenings	75%	65%	91%	74%	72%	72%
Disabilities						
% Diagnosed	19%	7%	7%	16%	16%	18%
% receiving special services	100%	100%	100%	100%	100%	100%
Services to Pregnant Women						
# of Pregnant Women	30	16	0	46	11,759	1303
Prenatal Health-1st trimester	7%	6%	0%	7%	16%	13%
Prenatal Health-2nd trimester	40%	31%	0%	37%	39%	36%
Prenatal Health-3rd trimester	53%	63%	0%	57%	45%	51%
# with medical insur.	97%	94%	0%	96%	91%	97%
# rec'd professional dental exam	57%	69%	0%	61%	50%	50%

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
# identified medically high risk	40%	13%	0%	30%	25%	22%
Pregnant Women receiving the following services:						
prenatal health care	100%	100%	0%	100%	92%	93%
postpartum health care	47%	81%	0%	59%	71%	72%
mental health interventions	23%	63%	0%	37%	33%	41%
substance abuse prevention	83%	88%	0%	85%	81%	77%
substance abuse treatment	7%	25%	0%	13%	23%	17%
prenatal education on fetal develop.	100%	88%	0%	96%	86%	88%
info. on benefits of breastfeeding	90%	88%	0%	89%	86%	87%
Staff Qualifications						
# of Teachers	78	20	6	104	21,286	2244
..... Teachers with AA degree	27%	40%	0%	28%	24%	33%
.....Teachers with BA or higher degree	36%	45%	67%	39%	25%	40%
.....Teachers with permit	36%	5%	0%	28%	39%	22%
# of Teacher Assistants	N/A	N/A	N/A	N/A	N/A	N/A
.....Teacher Assistants with permit						N/A
.....Teacher Assistants with AA degree						N/A
.....Teacher Assistants with BA or higher						N/A
# of Home Visitors	33	7	0	40	5,135	898
.....Home Visitors with permits, AA degree, BA degree or higher	100%	100%	0%	100%	89%	92%
Teaching Staff Ethnicity/Race						
Hispanic	24%	15%	40%	23%	34%	63%
Non -Hispanic	76%	85%	60%	77%	66%	37%
Am. Indian/Alaska Native	0%	0%	0%	0%	2%	3%
Asian	33%	11%	17%	28%	3%	11%
Black or African America	12%	11%	33%	13%	27%	9%
Native Hawaiian/Pac.Islander	1%	0%	0%	1%	0%	0%
White	32%	78%	0%	40%	54%	54%
Bi-racial/Multi-racial	4%	0%	0%	3%	6%	3%
Other or Unspecified	18%	0%	50%	16%	7%	20%
Teaching Staff Languages other than English						
Spanish	42%	25%	67%	38%	82%	80%
Native Central/South America	0%	0%	0%	0%	1%	0%
Caribbean languages (Haitain-Creole)	0%	5%	0%	1%	1%	0%
Middle Eastern/India	17%	30%	0%	19%	4%	5%
East Asian	41%	5%	33%	31%	4%	10%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	1%	0%	1%
European/Slavic	2%	30%	0%	9%	4%	2%

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
African	0%	5%	0%	1%	2%	1%
American sign language	0%	10%	0%	3%	1%	0%
Other or Unspecified	0%	0%	0%	0%	1%	1%
# of Volunteers	40	11	14	65	107,376	8696

*Due to rounding, not all numbers will equal 100%.

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
Enrollment									
Total Funded Enrollment	1696	480	676	1044	160	120	4176	587,027	57423
Actual Enrollment	1911	598	774	879	182	103	4447	540,706	51350
# Enrolled < 45 days	85	41	31	21	11	5	194	19,872	2209
# Total staff	545	66	151	159	36	15	972	139,560	14345
# of classes	79	22	33	46	7	6	193	31,653	2723
Child Demographics									
Age: 2 years old	17%	3%	4%	7%	12%	9%	10%	5%	9%
Age: 3 years old	40%	30%	36%	36%	43%	45%	37%	46%	46%
Age: 4 years old	44%	67%	58%	57%	45%	47%	52%	48%	44%
Age: 5 years old	0%	0%	2%	0%	0%	0%	0%	1%	1%
Race & Ethnicity									
Hispanic	44%	30%	49%	24%	28%	51%	39%	35%	72%
Non -Hispanic	56%	70%	51%	76%	62%	49%	61%	65%	28%
Am. Indian/Alaska Native	1%	2%	0%	0%	0%	0%	1%	2%	2%
Asian	12%	32%	24%	21%	14%	1%	19%	2%	6%
Black or African America	27%	22%	17%	13%	35%	31%	22%	32%	10%
Native Hawaiian/Pac.Islander	1%	2%	2%	0%	3%	0%	1%	1%	0%
White	28%	31%	47%	52%	10%	7%	35%	47%	64%
Bi-racial/Multi-racial	13%	6%	11%	8%	15%	10%	11%	11%	6%
Other or Unspecified	19%	6%	0%	6%	23%	51%	12%	5%	10%
Primary Language									
English	65%	63%	66%	42%	79%	65%	61%	74%	60%
Spanish	22%	10%	17%	10%	10%	34%	17%	20%	33%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Caribbean	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	6%	13%	4%	42%	5%	0%	13%	1%	3%
East Asian	4%	12%	12%	0%	3%	1%	6%	1%	3%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%	0%	0%
European/Slavic	1%	0%	1%	4%	1%	0%	1%	1%	1%
African	1%	0%	0%	1%	0%	0%	0%	1%	0%
American Sign Language	0%	0%	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	2%	0%	0%	1%	0%	1%	1%	0%
# children in foster care	1%	1%	2%	1%	2%	0%	1%	2%	3%
First year enrollees	51%	72%	77%	67%	66%	54%	62%	67%	65%
Family Demographics									
# of Families	1740	577	725	817	166	96	4121	503,515	48344
# of One Parent Families	58%	45%	49%	28%	52%	79%	49%	60%	53%

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
# of Two Parent Families	42%	55%	51%	72%	48%	21%	51%	40%	47%
Highest Household Education Level									
....Advanced or baccalaureate degree	8%	15%	8%	22%	7%	0%	12%	9%	9%
....Associate degree, vocational school	28%	33%	35%	32%	25%	21%	31%	21%	27%
....High School diploma or GED	42%	38%	46%	36%	45%	61%	41%	49%	40%
....Less than high school graduate	22%	13%	10%	10%	23%	18%	16%	18%	22%
# income below 100% poverty	65%	65%	47%	45%	51%	69%	57%	51%	40%
# over income	12%	9%	7%	12%	11%	1%	10%	6%	7%
# families experiencing homeless	3%	6%	2%	2%	1%	0%	3%	6%	8%
# families receiving TANF	20%	18%	17%	15%	58%	34%	20%	6%	15%
# families receiving SSI	3%	7%	4%	3%	3%	3%	4%	6%	3%
Families receiving WIC	62%	44%	51%	61%	49%	57%	57%	41%	60%
Families receiving SNAP	43%	40%	41%	24%	49%	53%	39%	51%	39%
Families on active military duty	0%	1%	1%	0%	0%	1%	0%	1%	1%
% families receiving HS Services	99%	100%	95%	58%	100%	100%	90%	82%	81%
Child Health Services									
Children with medical home	99%	90%	100%	100%	100%	100%	98%	95%	96%
Children with health insurance	99%	95%	100%	100%	100%	100%	99%	96%	97%
....Underweight	4%	10%	8%	8%	9%	0%	7%	6%	5%
....Healthy weight	62%	56%	54%	67%	57%	65%	61%	61%	59%
....Overweight	13%	13%	13%	11%	11%	10%	12%	13%	12%
....Obese	18%	18%	20%	13%	20%	24%	18%	17%	18%
Med. Screenings Complete	67%	53%	67%	82%	66%	73%	68%	75%	70%
....at enrollment	26%	45%	39%	62%	19%	73%	39%	55%	42%
....at end of program year	67%	53%	67%	82%	66%	73%	68%	75%	70%
Needing Med. Treatment	22%	20%	18%	19%	36%	7%	20%	17%	23%
Rec'd Med. Treatment	92%	69%	99%	90%	75%	100%	89%	72%	74%
Up to date on oral health care	80%	79%	33%	73%	105%	95%	72%	72%	78%
Needing Dental Treatment	10%	21%	4%	8%	17%	16%	11%	15%	19%
Dental Treatment Rec'd	80%	64%	80%	76%	100%	7%	74%	60%	67%
Immunization									
Complete/up to date/exempt									
....at enrollment	95%	94%	96%	93%	93%	100%	95%	80%	95%
....at end of program year	96%	97%	96%	96%	98%	100%	96%	84%	97%
Education Screenings/Assessments									
# Completed Ed. Screenings	82%	49%	87%	79%	89%	84%	78%	81%	74%
Disabilities									

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
% Diagnosed	11%	19%	15%	10%	23%	9%	13%	14%	15%
# of Health Impairments	1%	4%	0%	1%	12%	0%	2%	1%	3%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	80%	62%	90%	62%	41%	100%	74%	53%	74%
#Intellectual disabilities	0%	0%	0%	4%	2%	0%	1%	1%	1%
Hearing impairment, include deaf	0%	2%	1%	0%	0%	0%	1%	0%	1%
Orthopedic impairment	0%	0%	2%	1%	2%	0%	1%	0%	0%
Visual impairment, include blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Specific learning disability	2%	0%	0%	1%	0%	0%	1%	1%	1%
Autism	15%	33%	8%	29%	39%	0%	21%	8%	18%
Traumatic brain injury	0%	0%	0%	0%	0%	0%	0%	0%	0%
Non-categorical/develop. delay	0%	0%	0%	2%	2%	0%	1%	32%	1%
Multiple disabilities	0%	0%	0%	0%	0%	0%	0%	1%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff Qualifications									
# of Teachers	80	22	35	46	8	6	197	33,278	3373
..Teachers with AA degree	38%	0%	0%	0%	0%	33%	20%	24%	29%
..Teachers with BA or higher	63%	100%	100%	100%	100%	67%	84%	70%	66%
..Teachers with permit	0%	0%	0%	0%	0%	0%	0%	4%	4%
# of Teacher Assistants	125	33	33	34	16	4	245	35,279	3027
..Teacher Assistants with permit	30%	9%	33%	68%	0%	25%	31%	40%	31%
..Teacher Assistants w/AA degree	24%	24%	45%	9%	44%	25%	26%	20%	37%
..Teacher Assistants w/BA degree or higher	14%	58%	15%	0%	31%	0%	19%	10%	15%
...None of the above	31%	9%	6%	0%	0%	50%	19%	30%	16%
# of Home Visitors	12	N/A	N/A	N/A	N/A	N/A	12	926	204
..Home Visitors with permit, AA degree, BA degree of higher	100%	N/A	N/A	N/A	N/A	N/A	100%	90%	94%
..None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%	10%	5%
Staff Ethnicity									
Hispanic	20%	5%	25%	15%	11%	50%	19%	27%	65%
Non- Hispanic	80%	95%	75%	85%	89%	50%	81%	73%	35%
Am. Indian/Alaska Native	1%	0%	3%	0%	0%	0%	1%	1%	3%
Asian	31%	24%	28%	8%	33%	50%	26%	3%	9%
Black or African America	18%	7%	13%	1%	4%	10%	12%	27%	7%
Native Hawaiian/Pac.Islander	2%	2%	0%	0%	8%	0%	2%	1%	1%
White	24%	31%	53%	74%	13%	0%	37%	58%	62%
Bi-racial/Multi-racial	5%	5%	3%	1%	4%	0%	4%	5%	1%
Other or Unspecified	19%	31%	0%	16%	38%	40%	19%	5%	17%

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
Staff Languages other than English									
Spanish	38%	21%	31%	23%	33%	50%	33%	79%	81%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	20%	10%	17%	36%	27%	0%	20%	6%	5%
East Asian	30%	24%	33%	9%	27%	38%	28%	4%	8%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	3%	7%	3%	0%	13%	0%	3%	1%	1%
European/Slavic	9%	0%	14%	23%	0%	0%	9%	4%	2%
African	0%	0%	0%	5%	0%	0%	0%	1%	0%
American Sign Language	0%	0%	3%	5%	0%	0%	1%	1%	0%
Other or Unspecified	0%	38%	0%	0%	0%	13%	5%	2%	1%
# of Volunteers	40	56	151	43	53	10	353	393,328	20570
*Due to rounding, not all numbers will equal 100%.									



Seta Head Start

Food Service Operations Monthly Report

*October, 2023

10/5/2023- Homebase Preschool had a field trip to Fog Willow Farms we prepared 60 sack lunches.
 10/6/2023- CP Huntington had a field trip to William Land Park (Zoo) we prepared 36 sack lunches.
 10/11/2023- Mather had a field trip to Roemer Pumpkin Patch we prepared 35 sack lunches.
 10/12/2023- Mather had a field trip to Roemer Pumpkin Patch we prepared 50 sack lunches.
 10/12/2023- Hillsdale Class B closed due to staffing.
 10/12/2023- Hillsdale Class B closed due to staffing.
 10/18/2023- Northview had a field trip to Keema Pumpkin Patch we prepared 70 sack lunches.
 10/19/2023- Bannon Creek had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
 10/20/2023- Elkhorn had a field trip to Dave's Pumpkin Patch we prepared 96 sack lunches.
 10/20/2023- Galt had a field trip Keema Pumpkin Patch we prepared 96 sack lunches.
 10/23/2023- Marina Vista closed due to Plumbing Issues.
 10/24/2023- Bright Beginnings had a field trip to Roemer Pumpkin Patch we prepared 30 sack lunches.
 10/26/2023- Nedra Court had a field trip to Dave's Pumpkin Patch we prepared 32 sack lunches.
 10/26/2023- Parker had a field trip to Roemer Pumpkin Patch we prepared 15 sack lunches.
 10/27/2023- Fruitridge Site closed due to Plumbing Issues.
 10/27/2023- 16th Ave had a field trip to Roemer Pumpkin Patch we prepared 58 sack lunches.
 10/27/2023- Homebase had a field trip to Keema Pumpkin Patch we prepared 100 sack lunches.
 10/27/2023- CP Huntington had a field trip to Roemer Pumpkin Patch we prepared 36 sack lunches.
 10/31/2023- Grizzly Hollow had a field trip to Mike's Pumpkin Patch we prepared 49 sack lunches.
 10/31/2023- Capital City had a field trip to Dave's Pumpkin Patch we prepared 26 sack lunches.
 10/31/2023- Norma Johnson had a field trip to Dave's Pumpkin Patch we prepared 49 sack lunches.
 10/31/2023- Hopkin's Park had a field trip to Keema's Pumpkin Patch we prepared 46 sack lunches.
 10/31/2023- Alder IT classes M and U were closed due to skunk spray.

Lunch	PM Snack	Breakfast	Field Trips
36,420	33,130	34,240	18

Total Amount of Meals and Snacks Prepared 104,714

Purchases:

Food	\$125,700.18
Non - Food	\$9,819.95

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$1,819.66

Vehicle Gas / Fuel:	\$2,628.23
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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	1544	151	10%	699	121	17%
Twin Rivers USD	160	32	20%	56	1	2 %
Elk Grove USD	480	50	10%			
Sac City USD	676	81	12%	16	4	25%
San Juan USD	888	58	7%	164	5	3%
WCIC	100	4	4%			
COUNTY TOTAL	3848	376	10%	935	131	14%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	414	0	86%
Sacramento City USD	676	585	0	87%
San Juan USD	888	665	136 (88%)	75%
SETA	1,544	1,244	0	81%
Twin Rivers USD	160	136	0	85%
WCIC/Playmate	100	75	0	75%
Total	3,848	3,119	136 (84%)	81%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	146	12 (96%)	89%
SETA	699	629	37 (95%)	90%
Twin Rivers USD	56	33	16 (83%)	59%
SCUSD	16	0	16 (100%)	0%
Total	935	808	81 (95%)	86%

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

Reasons for Program Under Enrollment

Elk Grove USD

- EGUSD continues to experience staffing shortage in both teachers and paraeducators positions.
- To fill inclusion spots, EGUSD is connecting with other PreK Special Education teachers to see if they have students who are ready to join our program.

Sacramento City USD

- The following sites will provide services for EHS program, although currently not active due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- The 2 Early Head Start sites are currently on hold, however, we have a total of 10 enrollment applications that has been turned in: Elder Creek- received 6 enrollment applications for the toddler classroom; American Legion- received 3 enrollment applications for the toddler classroom and 1 enrollment application for the infant classroom.
- John Bidwell, Rm 21 (Head Start only classroom) has officially opened and currently has 8 children enrolled. We are in the process of completing full enrollment by end of November.
- Data Technician did a data dive on children under the age of 6 years in different zip codes and the findings indicated that area code 95823 was the zip code with the most needs assessment. However, all 3 of our sites within that zip code are full. Bowling Green McCoy and Bowling Green Chacon is at 100%, while Parkway data currently shows 71%, however all of the incoming enrollment applications for Parkway is currently being processed and they will be at 100% as well.

San Juan USD

- Limited staffing shortages in positions that support classroom ratio and home base at the following locations: Davie; Howe; Home Base - totaling 148 enrollment slots.
- Seven families were in the process of enrolling, but lost interest when immunization records of children were requested.
- Multiple students in the IEP process are accepted, but need additional parent/home/school collaboration meetings to set student up for success—delaying the enrollment process.
- Collaboration meetings with central enrollment (TK-12) revealed data that showed low enrollment across all grade-levels.

SETA

- The following sites have classroom(s) capped due to limited staff: Hiram Johnson; Illa Collins; North Avenue; Walnut Grove - totaling 37 enrollment slots.
- Florin pending license for EHS classroom- totaling 8 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 24 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 5 Family Services Workers; 1 Home Visitor for SCOE.

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Village Early Head Start waiting list is exhausted.
- Vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers and Family & Community Liaison.

WCIC/Playmate

- Despite our efforts to create a welcoming and inclusive learning environment, the local population demographics do not currently support a full enrollment. We remain committed to providing quality education to the students we do have, and we continue to explore strategies to attract families to the area who may benefit from our school's offerings.
- WCIC have exhausted our waiting lists. There are a total of 7% children who have income waivers.

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 enrollment slots within the 95624 and 95758 zip codes.

Sacramento City USD

- Collaborated with the Assistant Superintendent, and we will be creating a strategic plan to focus on recruitment for preschool and design an Early Learning and Care Recruitment Redesign Team that will specifically focus on recruitment, which we will discuss a variety of objectives that will increase our preschool enrollment.
- Collaborating with SCUSD Communications Department to align our preschool standards with SCUSD graduate profile to gain knowledge on how we can provide resources and solutions to families that prevents them to attend our programs on a daily basis. We are also 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 to find ways to streamline our preschool enrollment process to make the process smoother and easier to navigate.

San Juan USD

- Had a successful Campaign in the month of October, "Every Day Counts!" Takeaways form event: Team building and brainstorming with all involved staff regarding enrollment process; Immunizations were provided at school district—speeding up enrollment; Earlier recruitment initiatives, including: changing SCW contract to include summer recruiting, and mass-notification (call and texts) to entire district led to increased wait lists; Orientation completed at registration office during screening to get students in classroom faster; Systematizing and improved monitoring the Online Interest Form process.
- Multiple Recruitment Events: Saturday Oct 7- Family Matters Conference ran by the FACE department of the school district; Saturday Oct 21 - Family and Community Engagement Event—Fall Literacy Festival; Friday Oct 27 - SCWs and FACE Content Specialist were invited and tabled at the Salam Islamic Center
- Program Manager and Administrators went to admin meeting to collaborate with district school site admin for possible future expansion of opening preschool and infant/toddler classrooms.

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 Recruitment Portal, SETA Job Fair. Employment offers were accepted during the month of October for the following positions: 4-Family Services Worker, 6-Associate Teachers, 1-Associate Teacher/Infant Toddler.
- Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: North Highlands Halloween Extravaganza; Sacramento State University Equity Networking Summit; Mutual Assistance Harvest Festival; North Sacramento Family Resource Center Trunk-or-Treat; Rancho Cordova Community Harvest Festival; Community Works Healthy Day; South Side Park Walk-n-

Roll-Disability Awareness. From these recruitment events, 61 Interest Forms were completed with 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.
- Successful hiring processes this month to fill the following positions: ECE Teacher, 2 ECE Para Educators and ECE Teacher.
- Collaborated with local college to discuss employment pipeline. Recruitment hiring fair at American River College.
- District wide recruitment communication sent out to all families in TRUSD.
- Recruitment taken place during Morey Avenue Fall Festival. Collaborated recruitment efforts with Black Mothers United, Sacramento Food Bank (Diaper Distribution), The Guardian Life and TRUSD Police Department. Flyers passed out at Walmart Shopping Center on Watt Avenue weekly.
- Continuing to contact families from the ranked waiting list appropriately.

WCIC/Playmate

- During our October 2023 Monthly Parent/Policy Committee Meeting, our staff distributed recruitment fliers to parents, families, and friends and inform them about our available openings.
- Staff handed out flyers at local supermarkets: Food Co supermarket, Dollar Tree Store, and dropped off flyers at the Oak Park Post Office.
- Staff are connecting with parents who have children who will be turning 3 years next month.
- WCIC maintains an ongoing practice of verbally communicating information to our families about childhood vaccinations to ensure their awareness and understanding.

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.
- The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.
- B. 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.