

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

Revised 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~~ **Solidigm** company is laying off 172 individuals this month. Those are not seasonal but permanent layoffs. Based on discussions, ~~Silgan Containers~~ **Solidigm** 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.