

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 1, 2024

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/83954705470?pwd=Q29Vb1h6QVk5VFZaTEg2emo4Q3d4Zz09>

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,,83954705470# US (San Jose). Meeting ID: 839 5470 5470. Passcode: 639374. Find your local number: <https://us02web.zoom.us/j/83954705470>. 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.

GOVERNING BOARD

Eric Guerra
COUNCILMEMBER
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
COUNCILMEMBER
City of Sacramento

D'ET SAURBOURNE
INTERIM EXECUTIVE DIRECTOR

AGENDA

Page Number

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

Recognition of Long-term Employees:

- Clairrissa Jenkins, Head Start Intervention Specialist: 25 years
- Deanna Dykes, Personnel Analytics Supervisor: 25 years
- Jessica Rainey, Family Services Worker III: 25 years

II. Consent Items

- | | | |
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| A. | Approval of Minutes of the December 7, 2023 Regular Board Meeting | 1-9 |
| B. | Approval of Claims and Warrants | 10 |
| C. | Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2024 | 11 |

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

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B. WORKFORCE DEVELOPMENT DEPARTMENT:

General/Discretionary:

- | | | |
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| 1. | Approval to Submit an Application to the Employment Development Department on Behalf of the California Labor and Workforce Development Agency, for Workforce Innovation and Opportunity Act (WIOA) Opportunity Young Adult Career Pathway Program Year 2023-2024, 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) | 14-15 |
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Community Services Block Grant: No Items

One Stop Services: No Items

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2.	Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2023-2024 (Michelle O’Camb)	16-19
C.	CHILDREN AND FAMILY SERVICES:	
A.	Approval of Out-of-state Travel to Attend the 2024 Region 9 Head Start Association Science, Technology, Engineering, Math (STEM) Conference (Susan Garland)	20
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D.	Dislocated Worker Update (William Walker)	48-51
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A.	Chair	
B.	Interim Executive Director	
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D.	Counsel	
E.	Members of the Board	
F.	Public	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: Thursday, January 25, 2024

ITEM II-A-CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

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

PRESENTER: D'et Saurbourne

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

Minutes/Synopsis

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

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

Thursday, December 7, 2023
10:00 a.m.

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

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

Members Present:

Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento
Sophia Scherman, Member, Public Representative
Eric Guerra; Vice Mayor, City of Sacramento (*arrived and seated at 10:07 a.m.*)
Rich Desmond, Member, Board of Supervisors

Members Absent:

Patrick Kennedy, Chair, Board of Supervisors

II. Consent Items

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

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

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

Roll call vote:

Aye: 3 (Vang, Desmond, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Guerra)

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

Section 9

Mr. Richardson introduced himself and reviewed the item. He advised that due 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 comply with CA Senate Bill (SB) 848, which grants employees up to five (5) days of unpaid protected leave following a reproductive loss event.

Reproductive loss leave may be taken on non-consecutive days but must be taken, in full, within three (3) months of the event. This leave is unpaid, however, the employee may utilize paid leave accruals, including paid sick leave, if they so choose.

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. Both policies were provided in the packet and will go into effect on January 1, 2024.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**
Approval of Wage Increase for Head Start Parent Intern (Temporary)

Mr. Richardson reviewed the item. He advised that effective January 1, 2024, the California minimum wage will be increased to \$16.00 per hour. Currently, SETA has only one position for the Head Start Parent Intern (Temporary) below \$16.00 per hour. Therefore, it needs to be increased to \$16.00 per hour to comply with the new state minimum wage.

3. **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)

The Agency developed the job specification and salary schedule with input and approval from management and the union. The job specifications were provided in the agenda packet.

Ms. Vang opened a public hearing at 10:06 a.m. for the following action items:

- A.1 Approval of Changes to the SETA Personnel Policies and Procedures Section 9
- A.2 Approval of Wage Increase for Head Start Parent Intern (Temporary)
- A.3 Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

There were no questions from the public.

Ms. Vang closed the public hearing at 10:06 a.m.

Ms. Guerra arrived and was seated at 10:07 a.m.

Moved/Desmond, second/Scherman, to open a public hearing, take public testimony, close the public hearing and approve the following action items:

- A.1 Approval of Changes to the SETA Personnel Policies and Procedures Section 9
- A.2 Approval of Wage Increase for Head Start Parent Intern (Temporary)
- A.3 Approval of New Job Specification and Salary Schedule for Children and Family Services Quality Assurance Coordinator (Supervisory)

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

4. Approval of Procurement of the Agency's Workers Compensation Insurance

Mr. Maslac reviewed the item. He advised that the Agency's insurance policy for Workers Compensation expires December 31, 2023. SETA's broker, Arthur J. Gallagher & Co. representative, Mr. Ken Johnson, presented on Gallagher's proposal, which contained terms, conditions, and disclosures. The detailed information on the proposal was provided to the members of the Board in the form of a handout. It was noted that the prices went up by about 21%, 14% of which is due to the increase in the payroll.

Moved/Scherman, second/Desmond, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2024.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT:

General/Discretionary:

1. Agree with the Sacramento Works Board and Approve the Appointment of Youth Committee Members

Ms. Mechals introduced herself and reviewed the item. She advised that both candidates have experience working with Workforce Innovation and Opportunity Act (WIOA) youth programs and were prior WIOA youth participants. SETA values their contribution and participation and would like to continue their service as Youth Committee Members.

Moved/Guerra, second/Desmond, to approve the appointment of Kimberly Marquez and Petrangelica (Petra) Vega to the Sacramento Works Youth Committee.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

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 Agreements, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Mechals reviewed the item. She advised that on October 16, 2023, the California Workforce Development Board (CWDB) released the Breaking Barriers Request for Applications. The application is due on December 8, 2023. SETA's community-based organization (CBO) partners on the application are the Greater Sacramento Urban League, the La Familia Counseling Center, and the Asian Resources, Inc. Additionally, SETA will provide the Letters of Intent/Support for collaborative applications to eleven CBOs that expressed their interest in applying.

Mr. Guerra stressed the need to continue requiring participating CBOs to recognize SETA for funding eligibility.

Mr. Guerra and Ms. Vang thanked Ms. Mechals for presenting on this item and advised her to continue outreach efforts for future collaborations.

Moved/Guerra, second/Desmond, to 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.

Roll call vote:
Aye: 3 (Vang, Guerra, Desmond)
Nay: 0
Abstention: 1 (Scherman)
Absent: 1 (Kennedy)

Community Services Block Grant:

3. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024

Ms. Davis-Jaffe introduced herself and reviewed the item. She advised that on August 4, 2023, SETA released a Request for Proposals (RFP) for the CSBG program, Program Year 2024. Twenty-two (22) proposals were received by the September 14, 2023 deadline. All proposals submitted went through a comprehensive review process by a team of sixteen (16) evaluators representing SETA's Workforce Development, Children and Family Services, and Fiscal Departments, Contracts Unit, one (1) member from the Department of Human Assistance and three (3) SETA Community Action Board members. As a result, and due to the limited availability of CSBG funding, thirteen (13) organizations were recommended for funding, including one new agency, First Step Housing. SETA's Funding Recommendations were provided in the packet. All twenty-two (22) agencies were at the fundable level. SETA will revisit the list if more funding becomes available.

Mr. Desmond asked SETA to continue to engage with those organizations that were not recommended for funding to help them build stronger applications going forward as they continue to provide the community with the needed support.

Moved/Guerra, second/Desmond, to approve staff funding recommendations for the Program Year 2024 Community Services Block Grant.

Roll call vote:
Aye: 4 (Vang, Guerra, Desmond, Scherman)
Nay: 0
Abstention: 0
Absent: 1 (Kennedy)

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

Ms. O’Camb reviewed the item. She advised that consistent with the State of California, Employment Development Department’s (EED) 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 (up to \$2,633,714) of SETA’s total WIOA Dislocated Worker formula allocation to the Adult Program for PY 2023-2024, 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.

The Sacramento Works Board approved this item at its November 27, 2023 meeting.

Additional funds are available to assist dislocated workers through discretionary funds. Many dislocated workers get connected with hiring employers through rapid response initiatives.

Moved/Desmond, second/Scherman, 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 2023-2024, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

Refugee Services: No items

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Full Enrollment Action Plan for Sacramento Head Start and Early Head Start Programs

Ms. Griffith introduced herself and reviewed the item. She advised that on October 30, 2023, the Agency was directed to create a Full Enrollment Plan for SETA-Operated and Delegate subrecipients programs to address its current under-enrollment status. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office. The initial Full Enrollment Action Plan was provided in the packet.

Moved/Guerra, second/Scherman, to approve the Sacramento Full Enrollment Plan or the Head Start/Early Head Start program to be submitted to the Office of Head Start.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

2. Ratification of the Submission of an Application to the California Department of Social Services for Expansion Funds for Fiscal Year 2024-2025

Ms. Griffith reviewed the item. She advised that SETA continues its effort to be able to serve younger children, especially with the influx of Transitional Kindergarten (TK). SETA recognizes the need for more infant/toddler services and applied for an additional fifty-six (56) slots to be served across five (5) SETA-Operated centers.

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

Moved/Guerra, second/Desmond, to approve and 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

V. Information Items

- A. Fiscal Monitoring Reports: No Questions

- B. Employer Success Stories and Activity Report: No Questions

- C. Dislocated Worker Update:

The Intel Corporation laid off 235 workers. SETA connects such highly skilled dislocated workers through the Talent Transfer system by meeting with other employers in the region interested in hiring, conducting outreach, orientation, and job fairs.

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. The WARN notice was not received until jobs were eliminated and workers dislocated.

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

E. Head Start Reports: No Questions

VI. Reports to the Board

A. Chair:

Ms. Vang stated she would like to re-integrate Recognition of Long-term Employees into the meetings starting next year.

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Ms. Scherman asked if SETA is represented on Cap-to-Cap.

Mr. Kim advised that SETA's interest is represented through regional partners. SETA has participated in past years, however, SETA has no current Cap-to-Cap representatives who are SETA employees.

Mr. Desmond invited SETA to join Cap-to-Cap to strengthen relationships with regional partners, educate them about the importance of SETA's work, and participate directly in workforce development discussions.

F. Public: None

VII. Adjournment: The meeting adjourned at 11:03 a.m.

ITEM II-B-CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

D'et Saurbourne, Interim Executive Director, has reviewed the claims for the period 11/23/2023 through 01/24/2024, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/23/2023 through 01/24/2024.

PRESENTER: D'et Saurbourne

ITEM II-C-CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2024

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2024 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2024.

PRESENTER: D'et Saurbourne

ITEM III-A-1-ACTION

REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT
AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2023

BACKGROUND:

Badawi & Associates recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2023. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2023.

PRESENTER: D'et Saurbourne

ITEM III-A-2-ACTION

APPROVAL TO USE FUND BALANCE

BACKGROUND:

At the December 7th Governing Board meeting, members of the Board expressed interest in having SETA representation at the annual Sacramento Metropolitan Chamber of Commerce Capitol-to-Capitol (Cap-to-Cap) program. Legal Counsel has previously determined that the event is essentially held to lobby the legislators on various issues which is an unallowable cost per federal Uniform Guidance (2 CFR Part 200.450). Since participation would not be able to be paid with federal funds, the Governing Board would need to authorize the use of the Agency fund balance for any costs associated with this event. The estimated costs are approximately \$5,000 per person. This year's event will take place from April 13-17, 2024 in Washington D.C. It is being recommended to send the Executive Director to represent SETA.

RECOMMENDATION:

Approve the use of the agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2024 Cap-to-Cap event in April.

PRESENTER: D'et Saurbourne

ITEM III-B-1-ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT ON BEHALF OF THE CALIFORNIA LABOR AND WORKFORCE DEVELOPMENT AGENCY, FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OPPORTUNITY YOUNG ADULT CAREER PATHWAY PROGRAM YEAR 2023-2024, 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:

The Opportunity Young Adult (OYA) Career Pathway Program focuses on creating pathways to success that test and demonstrate program strategies to improve employment outcomes and reduce persistent economic inequities for OYA 18-28 years of age. The OYA Career Pathway Program should position OYA to obtain access to good-quality jobs, including jobs that pay family-sustaining wages, offer benefits, have predictable hours, opportunities for career advancement, and worker voice. Projects will also provide investments for wrap-around support and services to increase the likelihood of program completion, employment outcomes, and career pathway advancement, including comprehensive case management with a trauma-informed lens.

On December 22, 2023, the Employment Development Department (EDD) released the OYA Career Pathway Program Solicitation for Proposals (SFP). The minimum award is \$2,000,000 and the maximum award is \$2,500,000 per application for a project period of 18-24 months, with an anticipated start date of April 1, 2024. Applicants are required to provide a 20% cash or in-kind match. The application deadline is February 5, 2024, 3:00 p.m.

Staff is preparing an application based on the SFP criteria that requests up to \$2,500,000 to serve up to 167 participants and incorporates the following local parameters:

- Address existing and emerging gaps in the current workforce system for serving OYAs in underserved communities.
- Expanding Work based Learning opportunities for High Road Training Partnership programs by providing work readiness and occupational skills training.
- Cohort-based training that focuses on quality jobs, with close employer partnerships and career advancement potential, with occupational skills components, work readiness, basic math, reading, and literacy skills.
- Implementing a project that informs broader systemic change and can be scaled.

ITEM III-B-1-ACTION (continued)

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SETA's CBO partners on the application include the Anti-Recidivism Coalition, Emerge Careers Tech-based Program, Lutheran Social Services of Northern California, and Golden Sierra Job Training Agency. The anticipated subcontracts to service providers include:

- Anti-Recidivism Coalition – \$533,000 to serve 40 participants
- Emerge Careers – \$270,000 to serve 20 participants.
- Golden Sierra – \$270,000 to serve 20 participants
- Lutheran Social Services – \$810,000 to serve 60 participants

SETA will set aside \$617,000 for Administrative costs, overall program coordination and support, and direct participant costs.

RECOMMENDATION:

Approve the submission of an application to the EDD for Workforce Innovation and Opportunity Act OYA Career Pathway Program funds, 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-2-ACTION

APPROVAL OF FUNDING AUGMENTATION RECOMMENDATIONS FOR REFUGEE SUPPORT SERVICES (RSS) PROGRAM PROVIDERS, PROGRAM YEAR 2023-2024

BACKGROUND:

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

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

On September 5, 2023, the Board approved funding awards for SETA's RSS program providers for the new three-year funding cycle beginning October 1, 2023. Based on the anticipated funding level at the time of board approval, total RSS awards established 2,359 enrollment slots for the new program year under four employment activities; Vocational English-as-a-Second Language combined with Employment Services (VESL/ES), ES Stand Alone, English Language Learner (ELL) Workforce Navigator, and VESL combined with On-the-Job Training (VESL/OJT). The formal notification of the FFY 2024 RSS funding allocations to counties was issued by the State on September 21, 2023. The allocation received by SETA was significantly greater than anticipated. As a result, staff is recommending the augmentation of current RSS providers in the amount of \$2,478,222 to expand their enrollment capacity by an additional 639 clients, which if approved will result in a new total allocation of \$11,018,918 to RSS providers to serve a total 2,998 clients.

If approved, the funding augmentation recommendations will fund all providers at their maximum, year-one requested amounts with the exception of World Relief. As a new RSS program provider under the three-year funding cycle, World Relief was awarded \$120,000 to serve 40 clients; a manageable, entry level number to allow for the learning needed to successfully implement the program. World Relief continues to steadily develop its capacity to deliver services and administer the program, and is being recommended to serve 20 additional clients at this time. As World Relief continues to develop capacity throughout the program year, staff may return with a further augmentation recommendation for World Relief.

Staff augmentation recommendations are as follows:

ITEM III-B-2-ACTION (continued)

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VESL/ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$504,000	126	\$56,000	14	140	\$560,000
Bach Viet	1,080,000	270	420,000	105	375	1,500,000
IRC	864,000	216	96,000	24	240	960,000
Lao Family	1,080,000	270	520,000	130	400	1,600,000
Twin Rivers	\$600,000	300	\$60,000	30	330	\$660,000

ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$180,000	60	\$45,000	15	75	\$225,000
Bach Viet	540,000	180	160,000	53	233	700,000
FCCP	183,000	61	87,000	29	90	270,000
IRC	336,000	112	84,000	28	140	420,000
Lao Family	513,000	171	237,000	79	250	750,000
Twin Rivers	290,000	145	58,000	29	174	348,000
World Relief	\$120,000	40	\$60,000	20	60	\$180,000

VESL/OJT						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$200,000	25	\$42,000	5	30	\$242,000
Bach Viet	680,000	85	270,000	34	119	950,000
Lao Family	\$352,000	44	\$213,810	27	71	\$565,810

ELL Workforce Navigator						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Elk Grove Adult	\$300,096	75	\$40,012	10	85	\$340,108
Folsom Cordova Adult*	160,000	40	-	-	40	160,000
IRC	254,600	63	13,400	3	66	268,000
Sac City USD	\$304,000	76	\$16,000	4	80	\$320,000

*Original allocation to Folsom Cordova Adult was awarded at maximum funding request.

Additionally, staff is recommending augmented funding in the total amount of \$499,968 for “additional” RSS support services to accompany the augmented

ITEM III-B-2-ACTION (continued)

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numbers of refugees to be served. This “additional” support services funding is specifically awarded for the provision of housing, utilities, and technology supports, including computer equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or access to digital literacy. The following, recommended amounts are based on the additional number of refugees to be served and the total amount available for the augmentation of “additional” support services:

VESL/ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$26,712	126	\$10,948	14	140	\$37,660
Bach Viet	\$57,240	270	\$82,110	105	375	\$139,350
IRC	\$45,792	216	\$18,768	24	240	\$64,560
Lao Family	\$57,240	270	\$101,660	130	400	\$158,900
Twin Rivers	\$63,600	300	\$23,460	30	330	\$87,060

ES						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$12,720	60	\$11,370	15	75	\$24,450
Bach Viet	\$38,160	180	\$41,446	53	233	\$79,606
FCCP	\$12,932	61	\$22,678	29	90	\$35,610
IRC	\$23,744	112	\$21,896	28	140	\$45,640
Lao Family	\$36,252	171	\$61,778	79	250	\$98,030
Twin Rivers	\$30,740	145	\$22,678	29	174	\$53,418
World Relief	\$8,480	40	\$15,640	20	60	\$24,120

VESL/OJT						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
ARI	\$5,300	25	\$3,910	5	30	\$9,210
Bach Viet	\$18,020	85	\$26,588	34	119	\$44,608
Lao Family	\$9,328	44	\$21,114	27	71	\$30,442

ITEM III-B-2-ACTION (continued)

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ELL Workforce Navigator						
Provider	Current Funding	Current #s	Augmented Amount	Augmented #s	New #s to Serve	New Amount
Elk Grove Adult	\$15,900	75	\$7,820	10	85	\$23,720
Folsom Cordova Adult	\$8,480	40	-	0	40	\$8,480
IRC	\$13,356	63	\$2,346	3	66	\$15,702
Sac City USD	\$16,112	76	\$3,128	4	80	\$19,240

RECOMMENDATION:

Approve the staff funding augmentation recommendations for the RSS program providers for PY 2023-24, as indicated above. Additionally, approve the following funding stipulations:

- 1) All VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator budgets must include a minimum allocation of 5 percent for supportive services.
- 2) Participants in Match Grant employment services provided by the International Rescue Committee, World Relief, or Lao Family Community Development are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

PRESENTER: Michelle O’Camb

ITEM III-C-A-ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE
2024 REGION 9 HEAD START ASSOCIATION SCIENCE, TECHNOLOGY,
ENGINEERING, MATH (STEM) CONFERENCE

BACKGROUND:

The Region 9 Head Start Association (R9HSA) hosts an annual conference for STEM content. R9HSA's Early Childhood STEM Institute is focused on bringing the Early Childhood community a fun and engaging experience to learn science principles in an interactive, hands-on approach, enabling Head Start education staff to teach about science principles. The 2024 conference will be held in Phoenix, Arizona March 20-22, 2024.

The theme for 2024 is Children as Innovators. Workshops will showcase strategies for children and families, Birth to 5, that elevate innovation, creativity, curiosity, and discovery through observation and experimentation. In addition, R9HSA will also be hosting strategic planning of including the effects of the proposed rule making of the Head Start Performance Standards.

For the 2024 conference, ten (10) education staff members have been selected to not only attend the conference but present as well, showcasing SETA's leadership in STEM. An additional one (1) staff member will attend March 18-20, 2024 to participate in the Region 9 Board meeting and Strategic Planning. Estimated costs for travel and conference are \$2000 per person.

RECOMMENDATION:

Approve out of state travel to the Region 9 Head Start Association STEM Institute.

PRESENTER: Susan Garland

ITEM III-C-B-ACTION

APPROVAL OF BUDGET MODIFICATION FOR
THE AMERICAN RESCUE PLAN ACT FUNDS AND THE CORONAVIRUS
RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT FUNDS

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the American Rescue Plan Act (ARPA) funds and the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funds in the amount of \$1,366,993.

The funds are being repurposed from underspent funds from Equipment and Construction to Personnel, Fringe, Supplies and Other (deferred maintenance) to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the outdoor major renovations and install a new play structure and shade structure at Northview Early Learning Center. However, those projects will be completed utilizing SETA's base grant funding, with a budget modification request to follow:

1. Head Start/Early Head Start Coronavirus Response and Relief Supplemental Appropriation Act Grant (CRRSA) #09HE000671-01
2. Head Start/Early Head Start American Rescue Plan Act Grant (ARPA) #09HE000671-01

A detailed budget and budget justification will be sent under separate cover.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants budget modification in the amount of \$1,366,993 from Equipment and Construction to Personnel, Fringe, Supplies and the Other cost categories.

PRESENTER: Victor Han



**Budget Justification for
Budget Modification Request 2023-2024
American Rescue Plan Act (ARPA) and Coronavirus Response and Relief
Supplemental Appropriation Act (CRRSA) Funds
09HE000671**

Background:

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Funds (\$96,752) and from the American Rescue Plan Act Funds (\$1,270,241) totaling **\$1,366,993**. The funds are being repurposed from underspent funds from Equipment and Construction to Personnel, Fringe, Supplies and Other (deferred maintenance) to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the outdoor major renovations and install a new play structure and shade structure at Northview Early Learning Center. However, those projects will be completed utilizing SETA’s base grant funding, with a budget modification request to follow.

Details of the Budget Modification are provided below.

American Rescue Plan Act Fund Budget Modification

SETA is requesting a Budget modification in the amount of **\$1,270,241**. The reprogrammed funds will be coming from the Northview outdoor major renovation project (Construction) and various Equipment Purchases (HVAC, shade structures and Northview) and the funds will be moved to the Personnel, Fringe, Supplies and Other categories.

Personnel and Fringe - \$631,895 & \$309,713

SETA will be funding the new incentive program and the health and wellness week that SETA offered its staff during the agency’s annual winter closure. SETA’s new incentive program offered staff a longevity pay that was based on their years of service. With programs struggling to recruit staff, SETA is using the plan to help recruit as well as retain staff. SETA also offered the staff a health and wellness week during the agency’s annual winter closure. The agency paid for the week closure, which staff would normally have to utilize their leave accruals to pay for those closure dates. As a result of paying for the closure week, SETA is allowing staff to save their leave accruals to be used at another time. SETA will also be moving funds to account for the effects to the fringe benefits, namely the SCERS employer contributions, as a result of the new incentive program and health and wellness week.

Supplies - \$141,471

SETA will be moving funds to the supplies categories to fund supply purchases that were utilized during the year to help enhance Head Start classrooms.

Other - \$187,162

SETA will be moving funds to help pay for various indoor and outdoor deferred maintenance projects. These projects are separate of the Northview Project and other approved equipment purchases.

Construction (\$761,958) and Equipment (\$508,283) Changes

As mentioned earlier the Northview Outdoor Major Renovation projects will be now utilizing Basic Grant funding to complete. There have also been some delays in the project timeline. The four HVACs also ended up costing significantly less than projected, as a result the savings will be moved into the categories mentioned above. The Shade Structure at Walnut Grove, ended up also being a completely different project due to ADA regulations, and ended up with a large cost savings. And the remaining Northview Equipment items will be funded through Basic Grant funds as mentioned above.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$637,618	\$631,895	\$1,269,513
Fringe Benefits	344,349	309,713	654,062
Travel	-	-	-
Equipment	755,000	(508,283)	246,717
Supplies	-	141,471	141,471
Contractual	3,351,611		3,351,611
Construction	820,539	(761,958)	58,581
Other	202,605	187,162	389,767
Total	6,111,722	-	6,111,722

Coronavirus Response and Relief Supplemental Appropriation Act Fund Budget Modification

SETA is requesting a Budget modification in the amount of **\$96,752**. The reprogrammed funds will be coming from the Northview outdoor major renovation project (Construction) and moved into the Supplies category.

Supplies (\$96,752)

SETA will be moving funds from the Construction category to the supplies categories to fund supply purchases that were utilized during the year to help enhance Head Start classrooms. As mentioned above, SETA will still complete the major outdoor renovations at Northview ELC, but will utilize Basic Grant funding to do so.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-

Equipment	-	-	-
Supplies	\$548,361	\$96,752	\$645,113
Contractual	876,891	-	876,891
Construction	112,099	(96,752)	15,347
Other	-	-	-
Total	1,537,351	-	1,537,351
*EHS and EHS-CCP Grants are consolidated.			

ITEM IV-A-INFORMATION

RECOGNITION OF LONG-TERM BOARD MEMBER

BACKGROUND:

SETA would like to recognize the long-term service of Board Member Sophia Scherman. As of February 2024, Ms. Scherman has served SETA for 30 years. She began her service in February 1994 as a member of the Workforce Development Board, formerly known as the Private Industry Council (PIC). She was then officially appointed to the Governing Board in January 1999.

A resident of Elk Grove over 50 years and a local business owner, Ms. Scherman has long been a leader in community. She helped shape Elk Grove's transformation into Cityhood. When Elk Grove incorporated in 2000, Ms. Scherman became the first woman to serve as Mayor of the city. Her preparation for this position began as she served as the President of the Elk Grove Chamber of Commerce. This position led her to other opportunities serving on Methodist Hospital Foundation Board, the Sacramento County Fire Advisory Board, and the Sacramento County Disability Advisory Board. Also a Member, Vice-President and President of the Elk Grove Community Service District Board, and a member of California League of Cities.

Ms. Scherman is committed to the community and continuously volunteers her time and energy. For years, Ms. Scherman has volunteered for the students, disabled, veterans, seniors and others in need. She has to this day been their voice. She is also active and works in many organizations like the Lion's Club, Rotary Club, Old Town Elk Grove Foundation, and the International Optimist Organization.

Ms. Scherman has spent decades serving the public, both in public office and through volunteer work, and has been a passionate advocate for SETA's programs and services. The SETA staff would like to express sincere gratitude to Ms. Scherman for her 30 years of support and commitment to the children, families, and clients in Sacramento County.

PRESENTER: D'et Saurbourne

ITEM IV-B-INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Rejie Baloyos DATE: December 22, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL	\$630,000	10/1/2022-9/30/2023	10/1/2022-9/30/2023
RSS	ES/Std AI	\$220,000	10/1/2022-9/30/2023	10/1/2022-9/30/2023
RSS	OJT	\$280,000	10/1/2022-9/30/2023	10/1/2022-9/30/2023
RSS	AddSupport	\$158,700	10/1/2022-9/30/2023	10/1/2022-9/30/2023
WIOA	Adult	\$278,142	7/1/2022-6/30/2023	1/1/2023-6/30/2023
WIOA	DW	\$69,535	7/1/2022-6/30/2023	1/1/2023-6/30/2023
WIOA	OSY	\$156,726	7/1/2022-6/30/2023	1/1/2023-6/30/2023

Monitoring Purpose: Initial: Follow-up Special Final X

Date of review: August 29 & 30, 2023; November 14

	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	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		

Program Operator: Asian Resources, Inc.

Findings and General Observations:

We have reviewed Asian Resources, Inc.’s (ARI) Refugee Support Services (RSS) programs from October 1, 2022 to September 30, 2023 and the Workforce Innovation and Opportunity Act (WIOA) programs from January 1, 2023 to June 30, 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 with the following observations:

- 1) During personnel testing, SETA observed employee bonuses allocated from RSS and WIOA program funds.

Bonus Dates	RESS Total	WIOA Total	TOTAL
August 29, 2022	\$77,559	\$11,197	\$88,755
September 30, 2022	\$70,642	\$11,472	\$82,115
December 21, 2022	\$34,487	\$18,790	\$53,277
TOTALS	\$182,687	\$41,459	\$224,146

The Code of Federal Regulations (CFR) does provide for “Incentive Compensation” as outlined below.

2 CFR 200-430 (f) ***Incentive compensation.*** Incentive compensation to employees based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., is allowable to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and the employees before the services were rendered, or pursuant to an established plan followed by the non-Federal entity so consistently as to imply, in effect, an agreement to make such payment.

SETA was able to conclude the bonuses given out in December 2022 are allowable based on the CFR guidelines, ARI’s policies and procedures, and documentation on merit-based activities provided by ARI.

The bonuses given out on August 29, 2022 and September 30, 2022 were deemed unallowable as they do not meet the CFR guidelines on “Incentive Compensation” and will be refunded to SETA from another funding source.

- 2) Although ARI has a current bonus structure and policy in place, SETA has suggestions to improve, streamline and reduce potential risk. ARI’s current policy and practice of providing bonuses raises significant questions regarding the reasonableness and consistency. Consequently, to avoid future disallowed costs from SETA’s funding sources, SETA is recommending ARI provide a Corrective Action Plan. (see below)

Recommendations for Corrective Action:

- 1) ARI will refund to SETA, \$170,870 for the unallowable bonuses of August 29 and September 30, 2022. The WIOA refund will be \$22,669 with the RESS refund being \$148,201.
- 2) ARI will submit a Corrective Action Plan on employee bonuses charged to the RSS and WIOA programs addressing;
 - a. Consistency, such as amount, frequency, application to programs etc.
 - b. The allocation of any bonuses must be consistent with ARI's cost allocation plan. If an employee is allocated to multiple programs, those programs should be charged their proportionate share of the cost.

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Mr. Michael Gulden **DATE:** December 20, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring desk review of Elk Grove Unified School District-Head Start

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$4,760,151*	8/1/2022-7/31/23	2/1/2023-7/31/23
Head Start	T & TA	\$15,685	8/1/2022-7/31/23	2/1/2023-7/31/23
Head Start	ARP	\$526,460	8/1/2022-7/31/23	2/1/2023-7/31/23
Head Start	CRRSA	\$134,530	8/1/2022-7/31/23	2/1/2023-7/31/23

*Carry Over from 20-21 & 21-22 included

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

Date of review: September 2023, 10/15, 11/28

	<u>AREAS EXAMINED</u>	<u>COMMENTS</u>			
		<u>SATISFACTORY</u>		<u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records		X	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	Indirect Cost Allocation	N/A			
9	Adherence to Budget	X			
10	In-Kind Contribution	X			
11	Equipment Records	N/A			

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

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

- 1) Elk Grove Unified School District (EGUSD) overstated their expenses by \$284.76 in the Head Start Basic program. They were reimbursed by this amount more than the expenses incurred during the review period.

Recommendations for Corrective Action:

- 1) EGUSD will refund SETA the amount of \$284.76, which is the amount of overstated expenses during the review period.
- 2) EGUSD will submit a corrective action plan to SETA addressing the agency claiming only those expenses that have been incurred during the program year.

cc: D'et Saurbourne
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kathy Rothberg DATE: December 20, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	ESP	\$260,000	4/1/22-11/30/23	4/1/22-6/30/23

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

Date of review: September 2023, 10/15, 10/31, 11/13

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	X	
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: Lao Family Community Development

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act (WIOA) Equity and Special Populations (ESP) program from April 1, 2022 to June 30, 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 with the following exception.

- 1) During On the Job Training (OJT) participant testing for a total amount of \$6,400, SETA found that the hours worked by participants charged to the program were also reimbursed to the outside employer by another source. This caused the Michaels Transportation, the OJT employer, to be reimbursed by 150% for each participant. This is an unallowable expense.

CFR, Section 200.430: Standards for Documentation of Personnel Expenses (a), (1):

“Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must: (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities”

SETA On-the-Job Training/Subsidized Employment (OJT/SE) Contract, pg 4, #2,

“In no event will SERVICE PROVIDER (Lao Family Community Development) pay EMPLOYER (Michaels Transportation) more than its actual and reasonable costs.”

Recommendations for Corrective Action:

- 1) LFCD will refund SETA \$6,400 and write a Plan of Corrective Action addressing the issue of charging OJT activities to the ESP program that exceed 100% of participant compensation.

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg DATE: December 22, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$208,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	DW	\$52,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	OSY	\$120,680	7/1/2021-6/30/2022	1/1/2022-6/30/2022

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

Date of review: September 2023, 10/10, 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		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: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out-of-School Youth programs from January 1, 2023 to June 30, 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

MEMORANDUM

TO: Ms. Jennifer Poff **DATE:** December 8, 2023
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of North State Building Industry Foundation

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$191,438	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, 10/5, 10/16, 10/25, 10/26

	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	X	
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		X	X	
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget		X	X	
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: North State Building Industry Foundation

Findings and General Observations:

The total costs as reported to SETA for the review period of January 1, 2023 to June 30, 2023 for the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) program have been traced to the delegate agency records. The records were verified and appear to be in order with the following exceptions.

- 1) During OSY Work Experience (WEX) participant payroll testing it was discovered that North State Building Industry Foundation (NSBIF) had charged its employee wages and benefits, in the amount of \$13,614.86 to a budget line item designated for “WEX Participant Wages” only.

Code of Federal Regulations-§ 683.410 (a) (1):

“Determine that expenditures have been made against the proper cost categories and within the cost limitations specified in WIOA and the regulations in this part...”

- 2) Taking into account the disallowed WEX expenditures noted in #1, NSBIF did not meet the 20% “Work Experience Expenditure Requirement” in Youth Work Experience directive WSD17-07 as well as the OSY Service Provider Subgrant Agreement between NSBIF and SETA. At the close of the program year NSBIF’s Work Experience percentage was 14%.

WIOA Youth Directive, Number WSD17-07, date 1/16/18, page 13:

“Local Areas must spend at least 20 percent of their WIOA youth formula allocation on work experience.”

Service Provider Subgrant Agreement, Exhibit 4, Special Conditions, #4:

“Twenty percent (20%) of the total WIOA allocation must be allocated to Work Experience (WEX), which includes case management time, WEX wages, FICA, and Worker’s Compensation.”

- 3) During Support Services testing, SETA discovered that NSBIF charged an unallowable expense of \$69.99 to the WIOA/OSY program for an expense that did not relate to an OSY participant. Additionally, NSBIF charged \$364.12 for office supplies to participant costs, which is unallowable as this expense is considered an Other Cost and not a Support Service directly going to a participant.

Recommendations for Corrective Action:

- 1) NSBIF will refund SETA in the amount of \$13,614.86 for unallowable wage costs, \$69.99 for unallowable supportive service costs, and \$364.12 for unallowable participant costs, for a total refund of \$14,048.97.
- 2) NSBIF will provide a Plan of Corrective Action detailing the steps that will be taken to ensure expenditures are charged to the appropriate cost category.
- 3) NSBIF will provide a Plan of Corrective Action detailing what action will be taken which will ensure the agency meets the 20% allocation to WIOA youth formula allocation on work experience during each program year.

cc: D'et Saurbourne
Governing Board

ITEM IV-C-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 January 18, 2024

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	Code Enforcement Manager	1
	9	Environmental Health & Safety Specialist	1
	9	Facilities Technician	1
	6	Fire Recruit -EMT	2
	6	Fire Recruit-Paramedic	1
	9	Maintenance Technician I/II	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	311 Customer Service Agent	1
	9	Account Auditor	1
	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	9
	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 Director of Public Safety Accountability	1
	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

SETA- Employer Activity Report

The following is an update of information as of January 18, 2024

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	Community Service Officer	2
	9	Community Service Officer II	1
	9	Crew Leader	2
	9	Customer Service Specialist	2
	9	D8-Council Representative	1
	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	Fire Assistant Chief	1
	9	Geographic Information Systems Specialist II	1
	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor	1
	9	Instrument Technician II	1
	9	Irrigation Technician	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	Meter Reading Supervisor	1
	9	Office of Public Safety Accountability Deputy Inspector General	1
9	Office of Public Safety Accountability Senior Investigator	1	
9	Parking Enforcement Supervisor	1	
9	Personnel Technician-Benefit Services	1	

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City of Sacramento	9	Plant Operator-Wastewater/Drainage Division	1
	9	Police Clerk III	1
	9	Police Officer	3
	9	Police Officer -Recruit	1
	9	Police Records Specialist I	1
	7	Principal Applications Developer	1
	9	Process Control Supervisor	1
	9	Process Control Systems Specialist	1
	9	Program Developer-4th R	1
	9	Program Leader	1
	9	Program Manager -Long Range Financial Planning	1
	9	Program Specialist	3
	9	Public Information Coordinator	1
	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
	9	Senior Deputy City Attorney	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
9	Utilities Operations and Maintenance Superintendent	1	
9	Youth Aide	1	
Franchise Tax Board	9	Tax Technician	1
GAT Airline Ground Support	9	Airport Ramp Agent	15
HP Hood LLC	9	Maintenance Engineer	1

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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	2
	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
	4	Biology Assistant Professor	2
	4	Business Adjunct Assistant Professor Pool	1
	4	Campus Operations Supervisor	1
	4	Campus Patrol	1
	4	Chemistry Assistant Professor	2
	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 Financial Analyst	1
	4	Confidential Human Resources Specialist II	1
	4	Cosmetology Adjunct Assistant Professor Pool	1
	4	Counseling Clerk II	1
	4	Counselor	3
	4	Counselor Prison and Reentry Education Program	1
	4	Curriculum Specialist	1
4	Custodial Supervisor	1	

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Los Rios Community College	4	Custodian	1
	4	Dean of Education and Health Professions	1
	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of Public Service	1
	4	Dean of Science, Technology, Engineering, and Math	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	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	English Adjunct Assistant Professor Pool	1
	4	Ethnic Studies Assistant Professor	1
	4	Facilities Administrative Support Technician I	1
	4	Financial Aid Officer	1
	4	Financial Aid Supervisor	1
	4	Financial Aid Technician	1
	4	Forestry Natural Resources Adjunct Assistant Professor Pool	1
	4	French Adjunct Assistant Professor Pool	1
	4	General Services Supervisor, Risk Management	1
	4	Geology Adjunct Assistant Professor Pool	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	

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Los Rios Community College	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 - Science - Mathematics Tutorial	1
	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	Medical-Surgical Nursing Assistant Professor	2
	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
	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	

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Los Rios Community College	4	Special Projects - Education Coach I	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects - Test Proctor	1
	4	Speech Language Pathology Assistant 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	6
	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	9	Child Care Worker	1
	9	Event and Volunteer Coordinator-Philanthropy	1
	9	Family Facilitator I	1
	9	Family Facilitator II	1
	9	Family Finding Permanency Specialist	1
	9	Home Visitor	1
	6	Lead Residential Counselor	1
	9	Outreach and Marketing Coordinator -Philanthropy	1
	4	Skills Trainer	1
	6	Therapeutic Behavioral Services Specialist	1
6	Therapist -Counseling Center	1	

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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			359

ITEM-IV-D-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 January 18, 2024

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 January 18, 2024

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

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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
Rite Aid 10570 Twin Cities Rd. Galt, CA 95632	Retail	12/6/2023	Permanent	15	Galt, CA	Yes	Yes
Rite Aid 4980 Freeport Blvd. Sacramento, CA 95822	Retail	12/21/2023	Permanent	10	Sacramento, CA	Yes	Yes
CalPac Pizzall, LLC 9015 Bruceville Road Elk Grove, CA 95758	Food and Beverage	2/12/2024	Permanent	4	Sacramento, CA	Yes	Yes
TOTAL				1,580			

ITEM IV-E-INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of December was 4.7%.

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)**

Seasonal employment declines in construction led the region in month-over job loss

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.7 percent in December 2023, up from a revised 4.5 percent in November 2023, and above the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.3 percent in Yolo County.

Between November 2023 and December 2023, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 1,700 to total 1,113,800 jobs.

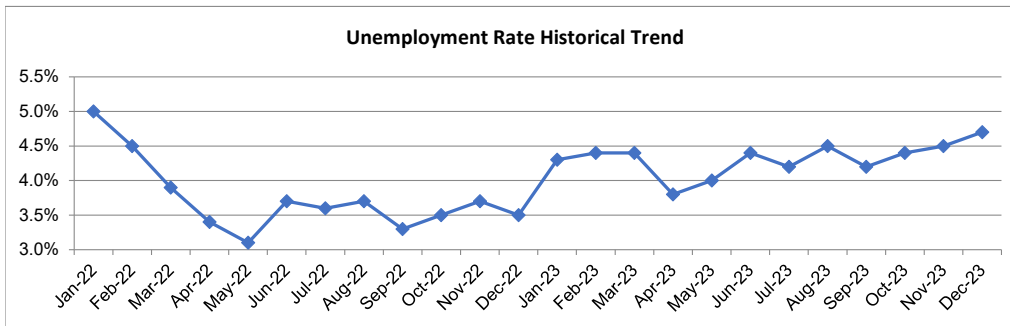
- Construction experienced a normal seasonal decline in December with the reduction of 1,800 jobs. Specialty trade contractors (down 900 jobs) was responsible for half of the decrease. Construction of buildings dropped by 300 jobs.
- Over the month, government reported a loss of 800 jobs, following four consecutive months of job gains. Local government (down 600 jobs) and state government (down 200 jobs) were responsible for the decrease. Federal government remained unchanged.
- Other services recorded a month-over drop of 700 jobs.
- On the upside, leisure and hospitality reported a gain of 1,000 jobs from November to December. Arts, entertainment, and recreation grew by 700 jobs. Accommodation and food services picked up 300 jobs.
- Private education and health services payrolls rose by 800 jobs over the month. Job gains were reported in healthcare and social assistance, which added 900 jobs. This gain was offset by a slight loss of 100 jobs in private educational services.

Between December 2022 and December 2023, total jobs in the region increased by 29,400, or 2.7 percent.

- Private education and health services (up 11,600 jobs) continued to lead year-over job growth. Healthcare and social assistance grew by 11,200 jobs, while private educational services added 400 jobs.
- Government employment reported a year-over gain of 9,800 jobs. Employment growth was spread across state government (up 5,400 jobs), local government (up 4,200 jobs), and federal government (up 200 jobs).
- Over the year, construction payrolls increased by 5,400 jobs. Within the industry sector, construction of buildings grew by 4,700 jobs while specialty trade contractors gained 1,200 jobs.
- On the contrary, two industries reported year-over decline: financial activities (down 2,300 jobs) and information (down 600 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 4.7 percent in December 2023, up from a revised 4.5 percent in November 2023, and above the year-ago estimate of 3.5 percent. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.3 percent in Yolo County.



Industry	Nov-2023	Dec-2023	Change		Dec-2022	Dec-2023	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,115,500	1,113,800	(1,700)		1,084,400	1,113,800	29,400
Total Farm	8,300	8,100	(200)		7,900	8,100	200
Total Nonfarm	1,107,200	1,105,700	(1,500)		1,076,500	1,105,700	29,200
Mining, Logging, and Construction	80,500	78,600	(1,900)		73,200	78,600	5,400
Mining and Logging	600	500	(100)		500	500	0
Construction	79,900	78,100	(1,800)		72,700	78,100	5,400
Manufacturing	41,000	40,900	(100)		40,300	40,900	600
Trade, Transportation, and Utilities	175,200	175,500	300		174,400	175,500	1,100
Information	10,000	10,000	0		10,600	10,000	(600)
Financial Activities	50,500	50,500	0		52,800	50,500	(2,300)
Professional and Business Services	151,700	151,600	(100)		150,800	151,600	800
Private Education and Health Services	192,500	193,300	800		181,700	193,300	11,600
Leisure and Hospitality	111,800	112,800	1,000		111,000	112,800	1,800
Other Services	39,400	38,700	(700)		37,700	38,700	1,000
Government	254,600	253,800	(800)		244,000	253,800	9,800

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

Data Not Seasonally Adjusted

	Dec 22	Oct 23	Nov 23	Dec 23	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,128,800	1,139,900	1,139,100	1,130,500	-0.8%	0.2%
Civilian Employment	1,089,800	1,090,100	1,088,100	1,077,900	-0.9%	-1.1%
Civilian Unemployment	39,000	49,800	51,000	52,600	3.1%	34.9%
Civilian Unemployment Rate	3.5%	4.4%	4.5%	4.7%		
(CA Unemployment Rate)	3.9%	4.8%	4.9%	5.1%		
(U.S. Unemployment Rate)	3.3%	3.6%	3.5%	3.5%		

Total, All Industries (2)	1,084,400	1,113,800	1,115,500	1,113,800	-0.2%	2.7%
Total Farm	7,900	9,200	8,300	8,100	-2.4%	2.5%
Total Nonfarm	1,076,500	1,104,600	1,107,200	1,105,700	-0.1%	2.7%
Total Private	832,500	850,700	852,600	851,900	-0.1%	2.3%
Goods Producing	113,500	121,900	121,500	119,500	-1.6%	5.3%
Mining, Logging, and Construction	73,200	80,800	80,500	78,600	-2.4%	7.4%
Mining and Logging	500	600	600	500	-16.7%	0.0%
Construction	72,700	80,200	79,900	78,100	-2.3%	7.4%
Construction of Buildings	15,200	17,200	17,000	16,700	-1.8%	9.9%
Specialty Trade Contractors	50,200	55,900	55,800	54,900	-1.6%	9.4%
Foundation, Structure, and Building						
Exterior Co	13,200	14,600	14,300	14,000	-2.1%	6.1%
Building Equipment Contractors	21,000	22,900	22,900	22,900	0.0%	9.0%
Building Finishing Contractors	11,000	13,200	13,600	13,400	-1.5%	21.8%
Manufacturing	40,300	41,100	41,000	40,900	-0.2%	1.5%
Durable Goods	26,300	26,500	26,500	26,400	-0.4%	0.4%
Computer and Electronic Product						
Manufacturing	4,600	4,500	4,500	4,400	-2.2%	-4.3%
Non-Durable Goods	14,000	14,600	14,500	14,500	0.0%	3.6%
Food Manufacturing	5,500	6,000	5,900	5,900	0.0%	7.3%
Service-Providing	963,000	982,700	985,700	986,200	0.1%	2.4%
Private Service Providing	719,000	728,800	731,100	732,400	0.2%	1.9%
Trade, Transportation, and Utilities	174,400	171,400	175,200	175,500	0.2%	0.6%
Wholesale Trade	28,400	29,000	29,100	29,000	-0.3%	2.1%
Merchant Wholesalers, Durable Goods	16,000	16,300	16,400	16,300	-0.6%	1.9%
Merchant Wholesalers, Nondurable Goods	10,700	10,800	10,700	10,700	0.0%	0.0%
Retail Trade	103,200	101,200	103,000	103,100	0.1%	-0.1%
Motor Vehicle & Parts Dealer	15,200	15,500	15,500	15,500	0.0%	2.0%
Building Material and Garden Equipment						
and Suppli	8,900	8,900	8,900	9,000	1.1%	1.1%
Grocery and Convenience Retailers	20,600	20,200	20,300	20,300	0.0%	-1.5%
General Merchandise Retailers	21,600	20,800	22,000	22,300	1.4%	3.2%
Health and Personal Care Retailers	5,800	5,500	5,500	5,400	-1.8%	-6.9%
Clothing, Clothing Accessories, Shoe, and						
Jewelry	7,200	6,600	7,200	7,300	1.4%	1.4%
Sporting Goods, Hobby, Musical						
Instrument, Book,	11,700	11,700	11,700	11,500	-1.7%	-1.7%
Transportation, Warehousing, and Utilities	42,800	41,200	43,100	43,400	0.7%	1.4%
Information	10,600	10,100	10,000	10,000	0.0%	-5.7%
Publishing Industries	2,500	2,400	2,400	2,400	0.0%	-4.0%
Telecommunications	2,700	2,600	2,600	2,500	-3.8%	-7.4%
Financial Activities	52,800	50,700	50,500	50,500	0.0%	-4.4%
Finance and Insurance	33,100	32,500	32,300	32,300	0.0%	-2.4%
Credit Intermediation and Related Activities						
incl	9,700	9,400	9,300	9,300	0.0%	-4.1%
Depository Credit Intermediation including						
Mone	5,800	5,700	5,700	5,700	0.0%	-1.7%
Nondepository Credit Intermediation	2,200	2,100	2,100	2,100	0.0%	-4.5%
Insurance Carriers and Related Activities	20,100	19,600	19,600	19,500	-0.5%	-3.0%
Real Estate and Rental and Leasing	19,700	18,200	18,200	18,200	0.0%	-7.6%

Data Not Seasonally Adjusted

	Dec 22	Oct 23	Nov 23	Dec 23	Percent Change	
			Revised	Prelim	Month	Year
Real Estate	15,900	14,500	14,500	14,600	0.7%	-8.2%
Professional and Business Services	150,800	151,500	151,700	151,600	-0.1%	0.5%
Professional, Scientific, and Technical Services	71,600	74,500	75,700	76,300	0.8%	6.6%
Architectural, Engineering, and Related Service	11,300	11,700	11,800	11,900	0.8%	5.3%
Management of Companies and Enterprises	13,200	13,800	13,500	13,600	0.7%	3.0%
Administrative and Support and Waste Management and	66,000	63,200	62,500	61,700	-1.3%	-6.5%
Administrative and Support Services	62,500	59,700	59,100	58,300	-1.4%	-6.7%
Employment Services	23,200	21,300	21,400	21,300	-0.5%	-8.2%
Services to Buildings and Dwellings	19,700	20,100	19,000	18,800	-1.1%	-4.6%
Private Education and Health Services	181,700	193,500	192,500	193,300	0.4%	6.4%
Private Educational Services	14,300	14,800	14,800	14,700	-0.7%	2.8%
Health Care and Social Assistance	167,400	178,700	177,700	178,600	0.5%	6.7%
Ambulatory Health Care Services	61,200	66,900	66,500	66,400	-0.2%	8.5%
Hospitals	26,300	27,800	27,700	27,800	0.4%	5.7%
Nursing and Residential Care Facilities	17,300	19,000	19,100	19,200	0.5%	11.0%
Leisure and Hospitality	111,000	112,100	111,800	112,800	0.9%	1.6%
Arts, Entertainment, and Recreation	19,000	18,700	18,900	19,600	3.7%	3.2%
Accommodation and Food Services	92,000	93,400	92,900	93,200	0.3%	1.3%
Accommodation	9,200	9,400	9,300	9,500	2.2%	3.3%
Food Services and Drinking Places	82,800	84,000	83,600	83,700	0.1%	1.1%
Restaurants and Other Eating Places	77,900	78,900	78,600	78,400	-0.3%	0.6%
Full-Service Restaurants	34,200	33,500	33,000	33,500	1.5%	-2.0%
Limited-Service Restaurants and Other E	43,700	45,400	45,600	44,900	-1.5%	2.7%
Other Services	37,700	39,500	39,400	38,700	-1.8%	2.7%
Repair and Maintenance	10,700	11,400	11,600	11,500	-0.9%	7.5%
Government	244,000	253,900	254,600	253,800	-0.3%	4.0%
Federal Government	14,200	14,500	14,400	14,400	0.0%	1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	229,800	239,400	240,200	239,400	-0.3%	4.2%
State Government	124,100	129,700	129,700	129,500	-0.2%	4.4%
State Government Educational Services	23,000	25,500	25,500	25,500	0.0%	10.9%
State Government Excluding Education	101,100	104,200	104,200	104,000	-0.2%	2.9%
Local Government	105,700	109,700	110,500	109,900	-0.5%	4.0%
Local Government Educational Services	57,900	59,500	60,400	59,900	-0.8%	3.5%
Local Government excluding Educational Services	47,800	50,200	50,100	50,000	-0.2%	4.6%
County Government	19,400	20,100	20,100	20,100	0.0%	3.6%
City Government	10,000	10,700	10,600	10,500	-0.9%	5.0%
Special Districts plus Tribes	18,400	19,400	19,400	19,400	0.0%	5.4%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-530-1700 or Luis Alejo 916-931-9596

January 19, 2024
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

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
December 2023 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,208,000	18,235,700	972,300	5.1%
ALAMEDA	15	826,600	789,500	37,100	4.5%
ALPINE	38	580	540	40	6.6%
AMADOR	26	14,270	13,520	740	5.2%
BUTTE	34	91,300	86,100	5,200	5.7%
CALAVERAS	15	22,190	21,180	1,000	4.5%
COLUSA	57	10,240	8,580	1,660	16.2%
CONTRA COSTA	15	550,700	525,800	24,900	4.5%
DEL NORTE	36	9,260	8,670	600	6.4%
EL DORADO	14	93,900	89,700	4,100	4.4%
FRESNO	49	459,700	422,200	37,600	8.2%
GLENN	41	12,270	11,440	820	6.7%
HUMBOLDT	22	60,400	57,400	3,000	5.0%
IMPERIAL	58	74,000	60,400	13,500	18.3%
INYO	10	8,310	7,970	350	4.2%
KERN	52	393,300	358,900	34,400	8.7%
KINGS	54	58,000	52,800	5,300	9.1%
LAKE	43	27,840	25,920	1,920	6.9%
LASSEN	30	8,610	8,140	470	5.4%
LOS ANGELES	22	4,894,800	4,651,200	243,700	5.0%
MADERA	47	65,000	59,900	5,100	7.9%
MARIN	4	130,700	125,800	4,800	3.7%
MARIPOSA	30	7,450	7,050	400	5.4%
MENDOCINO	30	36,550	34,590	1,970	5.4%
MERCED	55	112,700	101,200	11,500	10.2%
MODOC	47	3,070	2,820	240	7.9%
MONO	12	9,360	8,950	400	4.3%
MONTEREY	51	220,200	201,200	19,000	8.6%
NAPA	9	69,300	66,400	2,900	4.1%
NEVADA	10	48,450	46,390	2,050	4.2%
ORANGE	5	1,599,900	1,539,300	60,600	3.8%
PLACER	8	195,000	187,100	7,900	4.0%
PLUMAS	50	6,930	6,350	590	8.5%
RIVERSIDE	26	1,158,400	1,098,700	59,700	5.2%
SACRAMENTO	19	731,900	697,100	34,700	4.7%
SAN BENITO	38	32,500	30,400	2,200	6.6%
SAN BERNARDINO	22	1,013,600	962,900	50,700	5.0%
SAN DIEGO	12	1,593,200	1,525,000	68,200	4.3%
SAN FRANCISCO	2	572,800	552,800	20,000	3.5%
SAN JOAQUIN	42	344,600	321,000	23,600	6.8%
SAN LUIS OBISPO	3	137,700	132,700	5,000	3.6%
SAN MATEO	1	452,900	438,100	14,700	3.2%
SANTA BARBARA	15	223,300	213,200	10,000	4.5%
SANTA CLARA	7	1,046,800	1,006,200	40,600	3.9%
SANTA CRUZ	38	132,100	123,300	8,700	6.6%
SHASTA	33	71,000	67,000	4,000	5.6%
SIERRA	21	1,290	1,230	60	4.9%
SISKIYOU	46	16,420	15,210	1,200	7.3%
SOLANO	25	201,500	191,200	10,300	5.1%
SONOMA	5	248,800	239,300	9,600	3.8%
STANISLAUS	43	244,700	227,700	16,900	6.9%
SUTTER	52	46,200	42,200	4,000	8.7%
TEHAMA	36	25,230	23,630	1,610	6.4%
TRINITY	35	4,300	4,030	270	6.3%
TULARE	56	209,100	185,700	23,500	11.2%
TUOLUMNE	28	19,560	18,530	1,040	5.3%
VENTURA	19	417,400	397,600	19,800	4.7%
YOLO	28	109,800	103,900	5,800	5.3%
YUBA	45	32,000	29,700	2,300	7.1%

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-F-INFORMATION

HEAD START REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Karen Griffith



Seta Head Start

Food Service Operations Monthly Report

*December, 2023

12/14/23 - Home Base had a field trip to Winter Wonderland we prepared 60 sack lunches
 12/20/23 - Marina Vista closed due to interior painting
 12/21/23 - Marina Vista closed due to interior painting

	Lunch	PM Snack	Breakfast	Field Trips
	24,970	22,840	23,145	1
Total Amount of Meals and Snacks Prepared				71,015

Purchases:

Food	\$69,736.56
Non - Food	\$12,586.31

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$0.00
Vehicle Gas / Fuel:	\$1,571.31
Normal Delivery Days	13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	172	11%	699	136	19%
Twin Rivers USD	160	36	23%	56	2	4 %
Elk Grove USD	480	71	15%	NA		
Sac City USD	676	83	12%	16	4	25%
San Juan USD	888	68	8%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	435	11%	935	147	16%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 2023

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	37	0	37		93%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	19	1	20		100%
*Crossroad Garden	60	56	0	56		93%
*Elkhorn	80	73	0	73		91%
*Freedom Park	60	58	1	59		98%
*Freeport	20	19	0	19		95%
*Hillsdale	80	80	2	82		103%
*Job Corps	20	20	0	20		100%
*Marina Vista	60	24	0	24		40%
*Mather	80	60	3	63		79%
*Norma Johnson	40	38	0	38		95%
*North Avenue	60	53	0	53		88%
*Northview	80	75	2	77		96%
*Phoenix Park	60	40	2	42		70%
*Sharon Neese	60	59	2	61		102%
Alder Grove ELC	20	9	0	9		45%
Bannon Creek	40	31	1	32		80%
Bright Beginnings	40	34	0	34		85%
Dudley	20	18	0	18		90%
Florin	20	17	0	17		85%
Franklin	20	15	1	16		80%
Fruitridge	40	36	0	36		90%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	97	2	99		83%
Hopkins Park	40	40	0	40		100%
Kennedy Estates	20	16	0	16		80%
LaVerne Stewart	20	19	1	20		100%
Nedra Court	40	28	0	28		70%
Parker	20	12	0	12		60%
Solid Foundation	40	37	0	37		93%
Spinelli	20	15	2	17		85%
Strizek Park	20	18	0	18		90%
Walnut Grove	24	23	1	24		100%
Total	1544	1336	21	1357	0%	88%

(a) Reason and action plan provided when enrollment is below 100%
(b) Site(s) with capped classrooms due to staffing
(c) Percentage when capped/closed amount deducted from funded amount
(d) Site/classroom pending license

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 2023

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	16	2	18		100%
*Alder Grove I/T	16	9	1	10		63%
*Bret Harte	9	9	0	9		100%
*Captial City	16	12	0	12		75%
*CP Huntington	16	16	0	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	14	0	14		88%
*Florin (d)	8	0	0	0	8 (100%)	0%
*Freedom Park	16	12	3	15		94%
*Hillsdale	9	9	0	9		100%
*Hiram Johnson (b)	32	18	4	22	4 (79%)	69%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	8	0	8		50%
*Job Corps	25	23	3	26		104%
*Marina Vista	9	8	0	8		89%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	10	1	11		69%
*Northview	16	15	1	16		100%
*Phoenix Park	8	7	2	9		113%
*Sharon Neese Center	25	23	2	25		100%
EHS Home Base	200	200	3	203		102%
Galt	16	16	0	16		100%
Grizzly Hollow	9	8	2	10		111%
River Oak - Home Base	72	59	5	64		89%
SCOE - Home Base	77	60	4	64		83%
Walnut Grove	9	0	0	0		0%
Total	699	595	37	632	12 (92%)	90%

Head Start/Early Head Start Reasons/Observations for under enrollment:

The following sites have classroom(s) capped due to limited staff: Hiram Johnson - totaling 4 enrollment slots. Florin pending license for EHS classroom- totaling 8 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 23 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor).

Strategies/Action Plan:

Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There are 12 employment offers pending in December for the following positions: 10-Associate Teachers, 1-Associate Teacher/Infant Toddler, 1 Lead Teacher/Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: The Grove Holiday Job Fair. From these recruitment events, 3 Interest Forms were completed with families inquiring of Head Start services.

(a) Reason and action plan provided when enrollment is below 100%
 (b) Site(s) with capped classrooms due to staffing
 (c) Percentage when capped/closed amount deducted from funded amount
 (d) Site/classroom pending license

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.