

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday **March 7, 2024** **10:00 a.m.**

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Governing Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via 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.

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, 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.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833,,84476270170# US (San Jose).

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Accommodations

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.

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GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

D'et Saurbourne

INTERIM EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:

- *Helen Oldham*, Health/Nutrition Specialist (25 years)
- *Patricia Selenski*, Lead Infant/Toddler Teacher (20 years)

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

V. ADJOURNMENT

DISTRIBUTION DATE: Thursday, February 29, 2024

CONSENT ITEM I-A

Approval of Minutes of the February 1, 2024 Regular Board Meeting

Presenter: D'et Saurbourne

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of the February 1, 2024 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday February 1, 2024 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

Members Present:

Mai Vang, Chair, City of Sacramento
Sophia Scherman, Vice Chair, Public Representative
Eric Guerra, Member, City of Sacramento

Members Absent:

Patrick Kennedy, Member, Board of Supervisors
Rich Desmond, Member, Board of Supervisors

Recognition of Long-term Employees:

Clairrissa Jenkins, Head Start Intervention Specialist (25 years of service)
Ms. Betsy Uda congratulated Ms. Jenkins on her 25 years at SETA and provided background highlights on behalf of Ms. Ashlee Russell, Ms. Jenkins's supervisor.

Deanna Dykes, Personnel Analytics Supervisor (25 years of service)
Mr. Richardson congratulated Ms. Dykes on her 25 years at SETA and provided background highlights.

Jessica Rainey-Dent, Family Services Worker III (25 years of service)
Ms. Rebel Rickansrud-Young congratulated Ms. Rainey on her 25 years at SETA and provided background highlights.

- I. **CONSENT ITEMS:**
- A. Approval of Minutes of the December 7, 2023 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2024

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

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

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

II. ACTION ITEMS:

A. General Administration/SETA

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2023

Ms. Saurbourne advised that SETA has finalized the audit for the year ending on June 30, 2023, with the new auditing firm. There were no fiscal findings, no audit findings, or management comments.

Moved/Scherman, second/Guerra, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2023.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

3. Approval to Use Fund Balance

Ms. Saurbourne reviewed the item. The Governing Board requested SETA's representation at the Cap-to-Cap events. The 2024 Cap-to-Cap event will be in April 2024. She advised that since Cap-to-Cap is considered a lobbying event, Board approval is needed to utilize the fund balance.

Moved/Scherman, second/Guerra, to 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 2024.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

B. Workforce Development Department

General/Discretionary:

3. 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

Ms. Mechals introduced herself and reviewed the item. She advised that if this item is approved today, SETA, with four (4) community-based organizations, will submit an application to serve one hundred and sixty-seven (167) participants aged eighteen (18) to twenty-eight (28). SETA will lead as the fiscal agent and develop work-based learning opportunities and occupational skills training. Ms. Mechals stated that this is a great opportunity to work with two new organizations, Anti-Recidivism Coalition and Emerge Careers, and help them deliver WIOA services.

Moved/Guerra, second/Scherman, to approve the submission of an application to the EDD for WIOA OYA Career Pathway Program Funds, and authorize the Executive Director to execute the agreement, and other documents required by the funding source, and enter into subcontracts with service providers.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

4. Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2023-2024

Ms. O’Camb introduced herself and reviewed the item. She advised that based on the formal notification of the 2024 RSS funding, SETA is seeking approval to augment eight (8) current RSS providers in the amount of \$2,478,222 to expand their enrollment capacity by an additional six hundred and thirty-nine (639) clients bringing them to their maximum capacity. This will result in a new total allocation of \$11,018,918 to RSS providers to serve 2,998 clients. Ms. O’Camb additionally advised that two (2) other current providers not included in this augmentation are Folsom Cordova Community Partnership, which is already funded at its maximum capacity, and World Relief Corporation of the National Association of Evangelicals-Sacramento, which is a new partner building their capacity, recommended to serve twenty (20) additional clients.

Mr. Guerra requested to connect with staff to obtain more information on the qualification process for the program.

Ms. Scherman thanked Ms. O’Camb for her outstanding work and thorough presentations.

Moved/Guerra, second/Scherman, to approve the staff funding augmentation recommendations for the RSS program providers for PY 2023-2024. 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.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

C. Children And Family Services Department

1. Approval of Out-of-state Travel to Attend the 2024 Region 9 Head Start Association Science, Technology, Engineering, Math (STEM) Conference

Ms. Garland introduced herself and reviewed the item. She advised that this year's annual STEM Conference will be held in Phoenix, Arizona, on March 20-22, 2024, and the theme is Children as Innovators. Workshops will showcase strategies for children (birth to five years old) and families that elevate innovation, creativity, curiosity, and discovery through observation and experimentation. In addition, the Region 9 Head Start Association (R9HSA) will be hosting strategic planning, including the effects of the proposed rule-making of the Head Start Performance Standards. SETA is seeking the Board's approval for ten (10) selected education staff to attend, present, and bring back the knowledge and one (1) additional staff member to attend and participate in the Region 9 Board meeting and strategic planning.

Moved/Guerra, second/Scherman, to approve out-of-state travel to the Region 9 Head Start Association STEM Institute.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

2. Approval of Budget Modification for the American Rescue Plan Act Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Mr. Han introduced himself and reviewed the item. He advised that SETA would like to repurpose Equipment and Construction to Personnel, Fringe, Supplies, and Other (deferred maintenance) funds from the underspent American Rescue Plan Act and the Coronavirus Response and Relief Supplemental Appropriation Act funds that expire on March 31, 2024, to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the major outdoor renovations at Northview Early Learning Center, utilizing SETA's base grant funding instead. A detailed budget and budget justification were provided in the agenda packet.

Moved/Guerra, second/Scherman, to 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.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

III. INFORMATION ITEMS:

A. Recognition of Long-Term Boards Member

Ms. Saurbourne and Ms. Vang congratulated Ms. Scherman on her thirty (30) years of service at SETA as a member of the Governing Board and Private Industry Council (PIC).

B. Fiscal Monitoring Reports: No questions

C. Employer Success Stories and Activity Report: No questions

D. Dislocated Worker Update:

Mr. Walker clarified that one hundred and sixty-eight (168) Sacramento Self-Help Housing layoffs were picked up by contractors who took over that role, and some remain with the Sacramento Self-Help Housing but in another capacity.

Mr. Guerra requested that future updates be provided.

E. Unemployment Update/Press Release from the Employment Development Department: No questions

F. Head Start Reports: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Interim Executive Director:

Ms. Saurbourne shared that Ms. Griffith and her staff are at the Community of Practice conference with the Black Boys Project. The update will be provided at the next meeting.

Ms. Saurbourne advised that a company was selected to lead the Agency in strategic planning. The Board members are invited to participate and provide their input.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board:

Mr. Guerra requested that Workforce Development priorities for the region be shared with the members of the Board.

F. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:52 a.m. in the memory of former Governing Board Member, Lauren Hammond.

Note: The minutes reflect the actual progression of the meeting.

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: D'et Saurbourne

RECOMMENDATION:

Approve the claims and warrants for the period 01/25/2024 through 02/22/2024.

BACKGROUND:

D'et Saurbourne, Interim Executive Director, has reviewed the claims for the period 01/25/2024 through 02/22/2024, and all expenses appear to be appropriate.

CONSENT ITEM I-C
Approval to Adjust Zones in the Broadband/Performance Management Policy

Presenter: Mario Maslac

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$90,494 - \$196,157 and Zone 2 to \$69,348 - \$138,697.

BACKGROUND:

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

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U), West Region for 2017-2023 as follows:

2017	2018	2019	2020	2021	2022	2023
3.1	3.1	2.8	1.5	7.1	6.2	3.6

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

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

Zone 1

2017	2018	2019	2020*	2021	2022	2023
\$67,827 - \$147,021	\$69,387 - \$150,402	\$70,982 - \$153,861	\$76,798 - \$166,468	\$82,250 - \$178,287	\$87,350 - \$189,341	\$90,494 - \$196,157

Zone 2

2017	2018	2019	2020*	2021	2022	2023
\$51,978 – \$103,954	\$53,173 - \$106,345	\$54,396 - \$108,791	\$58,852 - \$117,705	\$63,030 - \$126,062	\$66,938 - \$133,877	\$69,348 - \$138,697

* Amounts were adjusted in June 2021 to reflect the corrected CPI-U, West Region values. This action does not result in salary increases for management staff.

CONSENT ITEM I-D

Approval to Add Angela's Interpreting Services, Inc. to SETA's Vendor Services (VS) List

Presenter: Lorena Correa

RECOMMENDATION:

Approve the attached recommendation to add Angela's Interpreting Services, Inc. to SETA's VS List.

BACKGROUND:

On December 5, 2005, the SETA Governing Board approved the release of the Vendor Services (VS) Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide services to eligible adults and youth in an effort to prepare them for participation in the labor force and to expand SETA's VS List. Since that time, the SETA Governing Board has approved several amended releases of the RFQ to expand the selection of Adult and Youth Workforce Development Services and Child Development (ages 0-5) and Family Services. Vendor services are fee-for-service activities that provide additional options for adults and youth who face challenges to academic success and/or gainful employment, as well as supportive services for Child Development and Family Services.

All vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and align with the Sacramento Works America's Job Centers of California (AJCC) system, as well as Children and Family Services.

Angela's Interpreting Services, Inc. submitted an application in response to SETA's VS List RFQ to offer Interpretation/Translation Services. After evaluating the application, SETA has determined that Angela's Interpreting Services, Inc. effectively demonstrated its ability to provide the proposed services.

Staff is seeking approval of the attached recommendations.

Vendor Services (VS) List

Staff Recommendation

Applicant: Angela’s Interpreting Services, Inc.
Location: 9162 Bader Road
 Elk Grove, CA 95624

Applicant’s Background:

Angela’s Interpreting Services, Inc. was established in 2018 as an organization of 100+ professional employees, and includes on-site interpreting, telephone interpretation, video remote interpretation, and document translations. Its mission is to facilitate communication by working with individuals and their families who have Limited English Proficiency (LEP), including disadvantaged families in lower socioeconomic areas. Its purpose is to bridge the language barrier by providing highly qualified interpreters and document translators to those seeking language assistance.

As an approved vendor, Angela’s Interpreting Services, Inc. will be able to provide Interpreting/Translation services for Workforce Development and Children and Family Services that will support the communication for LEP individuals and families.

RATES

Services**	Individual Rate	Group/Workshop Rate
Document Translation	\$0.25 per word Spanish \$0.32 per word for ALL other Languages	N/A
Interpreting – All Languages		
Onsite	\$80 per Hour	2 - 4 hours - Half Day rate \$300* 1 Interpreter for 1-10 LEP clients, \$300 total 2 Interpreters for 11-25 LEP clients, interpreter alternating every hour, \$600 total 3 Interpreters for 26-50 LEP clients, interpreter alternating every 30 minutes, \$900 total 4 Interpreters for 51 -100 LEP clients, interpreter alternating every 30 minutes, \$1,200 total 4 - 8 hours - Full Day Rate \$550 1 Interpreter for 1-10 LEP clients, \$550 total 2 Interpreters for 11-25 LEP clients, interpreter alternating every hour, \$1,100 total 3 interpreters for 26-50 LEP clients, interpreter alternating 30 minutes, \$1,650 total

Interpreting – All Languages (continued)		
		4 interpreters for 51 -100 LEP clients, interpreter alternating every 30 minutes, \$2,200 total
Virtual	\$110 per Hour	N/A
Over-the-Phone	\$2.00 per minute	N/A

*All services provided are subject to prior approval by SETA management.

*If the conference involves consecutive interpretation and is longer than 2 hours, two interpreters will be required to be able to alternate every 30 minutes.

ACTION ITEM II-A-1

Approval of Reappointment to the Sacramento Works Workforce Development Board

Presenter: Roy Kim

RECOMMENDATION:

Review the attached summary and approve the reappointment of one member to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2024.

BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016. As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the "Other" category permitted by the Workforce Innovation and Opportunity Act (WIOA) to provide the Governing Board with flexibility in appointing members in this catch-all category.

On March 3, 2016, the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board with staggered initial terms of two, three or four years. Extended terms from that time are for three-years. In 2020, the request was made to add an additional economic development seat, which required adding another business seat to keep the majority of the board representing the business community, as required by WIOA. The Sacramento Works Board considered the request to increase the board size by two and took action at its meeting on May 27, 2020 to increase the board size to 27. The current bylaws of the Sacramento Works, Inc. allow for up to thirty board members.

The term of three members will expire on March 31, 2024. Each of the three members has been polled to determine their desire to continue to serve on the board. One member affirmed his commitment to continue service.

WIOA Board Membership

Private Business* (must include two small businesses)	14
Labor/Workforce**	
Labor	4
Joint Apprenticeship	1
Community Based Organization	0

Education/Training	
Adult Ed	1
Higher Ed	1
Government and Economic/Community Development	
Economic Development	2
Wagner-Peyser (EDD)	1
Vocational Rehabilitation	1
Other	2
Total	27

*Must be >50%
**Must be 20%
***Must be 15%

Labor/Workforce

Name and Position	Company
Fabrizio Sasso, Executive Director	Sacramento Central Labor Council

ACTION ITEM II-A-2

Approval to Award Contracts for Internet and Broadband Service

Presenter: Mario Maslac

RECOMMENDATION:

Approve the selection of Consolidated Communications and Zayo for contract award for Data Transmission/Wide Area Network and Internet Access respectively.

BACKGROUND:

The Schools and Libraries Program of the Universal Service Fund, commonly known as “E-Rate” provides discounts to assist schools and libraries in the United States in obtaining affordable telecommunications, internet access and internal connections. SETA has participated in the E-Rate program for 16 years and is currently in the process of applying for funding which will provide discounts for the 2024-2025 funding year.

Funding is available for internet access, telecommunications and in some cases internal connections and internal connection maintenance. Discounts for support depend on the level of poverty and the urban/rural status of the population served. SETA meets the eligibility requirements and has historically received up to a 90% discount for eligible services.

In order to participate in the E-Rate program, SETA must periodically solicit competitive proposals for these services following a very prescriptive process defined by the Schools and Libraries Program. On January 4, 2024, SETA released a Request for Proposals (RFP) to procure Broadband and Internet services. Proposals were due on February 15, 2024 and SETA received 3 proposals for Broadband Services and 5 proposals for Internet Services. The proposal evaluation committee reviewed all proposals received. Based on the evaluation results and ranking of all proposals, staff is recommending the following selections to provide services:

Consolidated Communications
Data Transmission/Wide Area Network (aka Broadband)
Contract Term: 36 Months+2 Optional 1-Year Extensions July 1, 2024-June 30, 2029
Estimated Contract Amount (for full 5-year term): \$850,000
Estimated Fiscal Impact (with approved e-rate discounts): \$85,000

Zayo
Internet Access
Contract Term: 36 Months+2 Optional 1-Year Extensions July 1, 2024-June 30, 2029
Estimated Contract Amount (for full 5-year term): \$60,000
Estimated Fiscal Impact (with approved e-rate discounts): \$6,000

ACTION ITEM II-B-1

Approval to Submit an Application to the City of Sacramento for the Community Workforce Training Program, Reporting and Tracking Services

Presenter: William Walker

RECOMMENDATION:

Approve the submission of an application to the City of Sacramento for the Community Workforce Training Program, Reporting and Tracking Services, and authorize the Executive Director to execute the agreement and other document required by the funding source.

BACKGROUND:

On August 21, 2018, the City of Sacramento (City) established a Local Hire and Community Workforce Training Program and entered into a Community Workforce Training Agreement with the local trade unions to facilitate the employment of residents from the City, as well as the County of Sacramento and the surrounding nine others counties, on the City's Capital Improvement Projects, and to develop increased numbers of local skilled construction workers to meet the requirements of the region's construction economy. Since March 2019, SETA has provided eligibility determinations and documentation on behalf of the City, contractors and subcontractors, and union hiring halls, to determine whether workers are residents of the Local Area and/or are Priority Apprentices under the Program along with an analysis of Project(s) status.

The current Memorandum of Understanding (MOU) that provides compensation for eligibility determination services between the City and SETA will expire June 30, 2024.

On February 26, 2024, the City released a Request for Proposal (RFP) to continue the services beyond June 30, 2024. Proposals are due March 22, 2024.

ACTION ITEM II-B-2

Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA), Title I, Adult/Dislocated Worker Services, Program Year 2024-2025

Presenter: Roy Kim

RECOMMENDATION:

Approve the release of the Request for Proposals for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker services for Program Year (PY) 2024-2025.

BACKGROUND:

Since 1996, Sacramento Works Job Centers (SWJC) have been strategically located throughout Sacramento County, operating as neighborhood-based job centers providing a “no wrong door” approach to meeting the workforce and employment needs of job seekers and employers. When Congress enacted the Workforce Investment Act (WIA) in 1998 calling for one-stop career centers to provide workforce related services, SETA was already uniquely positioned to implement WIA in large part due to its previous transition to the SWJC system. For the past twenty-eight (28) years, SETA’s SWJC system has provided coordinated career services, support services, and access to training activities through its Job Centers.

The passage of the Workforce Innovation and Opportunity Act (WIOA) in 2014 and its reinforcement of the One-Stop Service Delivery System provided SETA with an opportunity to redesign the SWJC System to ensure alignment with WIOA’s goals of improving employment, training and education programs, and promoting individual and national economic growth. In 2016 and 2020, SETA procured services funded under the WIOA for terms spanning up to four years. The current four-year funding cycle is scheduled to end June 30, 2024; therefore, SETA must procure services for an additional term of up to four years.

In preparation for the WIOA plan and procurement, SETA/Sacramento Works and the Capital Region’s Workforce Boards (Golden Sierra, Yolo, and North Central Counties) solicited input from partners and stakeholders and facilitated two public input meetings to solicit input from attendees on how to improve services to job seekers and employers. The overarching input indicated a need for increased and ongoing communication among service partners and improved alignment of services to meet the needs of all customers. Recurring issues expressed by attendees included transportation, the need for wrap-around supports, mitigating lengthy/cumbersome processes and paperwork, and increasing access to job readiness and career pathway programs for vulnerable populations.

In response to the input received and to comply with the requirements of WIOA, staff has prepared a Request for Proposals (RFP) that will allow for the provision of services through neighborhood-based Job Centers that provide access to the menu of career and training services. The RFP emphasizes Job Centers that provide services for underserved communities that experience high concentrations of poverty, unemployment, justice involvement and other indicators associated with vulnerable communities. In addition, the RFP emphasizes Job Centers that are able to deliver and/or connect to services at multiple locations that increase access to services for underserved communities.

ACTION ITEM II-B-2 (continued)

Page 2

The RFP solicits eligible entities to provide WIOA services to customers in the following categories:

Basic Career Services

- Program Eligibility
- Outreach, Intake, and Orientation
- Initial Assessment
- Labor Exchange
 - Referrals to Partners
- Labor Market Information
 - Training Provider Performance and Cost Information
 - Supportive Services Information
- Unemployment Insurance (UI) Information and Assistance
- Financial Aid Information

Individualized Career Services

- Comprehensive Assessment
- Individual Employment Plan (IEP).
- Career Planning – Includes comprehensive case management.
- Short-term Prevocational Services
- Unpaid Internships and Unpaid Work Experience
 - Out-of-Area Job Search
 - Financial Literacy
 - English Language Acquisition
- Workforce Preparation
- Follow-up Services

Training Services

In addition to the activities listed above, Individual Training Accounts (ITAs/Scholarships) for customers accessing Occupational Skills Training, On-the-Job Training and Support Services will be provided by Job Centers.

Employer Services

Includes applicant screening, skills assessments, workshops and seminars, career fairs, and customized recruitment events.

The full RFP has been sent under separate cover.

ACTION ITEM II-B-3

Approval of Funding Augmentation Recommendation for Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year 2023-2024

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Approve the staff funding augmentation recommendations for the WIOA Title 1, Adult and Dislocated Worker Program providers for PY 2023-2024, as indicated above.

BACKGROUND:

On June 1, 2023, the Board approved funding awards for SETA’s Workforce Innovation and Opportunity Act (WIOA), Sacramento Works Job Centers (SWJCs) for Program Year 2023-2024. Funding awards included \$350,000 in Scholarship funds to provide training and supportive services to individuals receiving individualized and training services through the SWJC system.

The SWJCs collectively have enrolled 889 customers through the beginning of February 2024. Training and supportive services are provided to support an individual towards self-sufficiency as appropriate per individual. Leveraged funds may also be used when providing these services, as required by WIOA.

Staff have reviewed the individualized numbers and scholarship fund balances per SWJC and have determined the need to augment additional scholarship funds. Staff is recommending augmenting scholarship funds for four SWJCs, who have expended over half of their allotted scholarship funds, to continue provided training and supportive services for additional individuals through the end of the program year. If approved, each recommended SWJC’s scholarship fund would increase by \$30,000.

Staff will continue to support all SWJCs on expending the scholarship funds by the end of the program year.

The specific augmentation recommendations are as follows:

SWJC	Current Scholarship Funds	Augmented Amount	New Amount
Asian Resources, Inc.	\$35,000	\$30,000	\$65,000
Elk Grove USD	40,000	30,000	70,000
Fruitridge (Pivot Sac)	35,000	30,000	75,000
Sacramento City USD	40,000	30,000	70,000
California Human Development Corporation	30,000	0	30,000

ACTION ITEM II-B-3 (continued)
Page 2

SWJC	Current Scholarship Funds	Augmented Amount	New Amount
Folsom Cordova Community Partnership	35,000	0	35,000
Greater Sacramento Urban League	35,000	0	35,000
La Familia Counseling Center, Inc.	35,000	0	35,000
Lao Family Community Development	30,000	0	30,000
PRIDE Industries	35,000	0	35,000
Total Subcontracted	\$350,000	\$120,000	\$470,000

ACTION ITEM II-C-1

Approval of Out of State Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference

Presenter: Karen Griffith

RECOMMENDATION:

Approve out of state travel to the 2024 National Head Start Association (NHSA) Annual Conference.

BACKGROUND:

As NHSA's largest national conference, this event is devoted to all things Head Start. The conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements. The 2024 conference will take place at the Oregon Convention Center in Portland, Oregon.

Workshops and sessions will include health and safety, full enrollment, strategies for an effective workforce, federal monitoring and other high priority topics. In addition, NHSA 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, SETA is proposing to send 6 staff members and 2 parents from the Policy Council/ Parent Advisory Committee. Estimated costs for travel and conference are \$2000 per person.

INFORMATION ITEM III-A

SETA Children and Family Services Department Year-in-Review Presentation

Presenter: Karen Griffith

BACKGROUND:

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2022-2023 program year.

Presenters:

Lisa Carr – Manager, Program Support Services *(including Family Engagement, Home Base, and Enrollment/Recruitment/Attendance Services)*

Megan Lamb – Manager, Program Operations *(including School Readiness, Special Education, and Mental Health Services)*

Gricelda Ocegueda – Manager, Health and Nutrition Services *(including Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring)*

Betsy Uda – Manager, Program Compliance *(including Safe Environments, Facilities, and Licensing)*

INFORMATION ITEM III-B
Fiscal Monitoring Reports

Presenter: Mario Maslac

BACKGROUND:

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

Staff will be available to answer questions.

Program Operator: Folsom Cordova Unified School District - Adult Education

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Jason Buckingham **DATE: February 20, 2024**
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Golden Sierra JTA

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	CAREER TET-NDWG	\$140,000	9/24/21 - 9/30/24	10/1/22 - 9/30/23

Monitoring Purpose: **Initial** **Follow-Up** **Special** **Final**

Date of review: November 30, 2023

Follow up: 12/7, 12/8, 12/13

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

Program Operator: Golden Sierra JTA

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

cc: D'et Saurbourne
Governing Board

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the Refugee Support Services (RSS) programs including, Vocational English as a Second Language (VESL), English as a Second Language-Stand Alone (ES Stand Alone) On the Job Training (OJT), and Additional Support Services (Add'l SS) programs from April 1, 2023 to September 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. Shing Long

DATE: February 20, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of My Sister's House

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$43,959	1/1/2023-12/31/2023	1/1/2023-8/31/2023

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

Date of review: December 5, 2023

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

Program Operator: My Sister's House

Findings and General Observations:

- 2) We have reviewed the CSBG Safety Net program from January 1, 2023 to August 31, 2023. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board

Program Operator: North Central Counties Consortium

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy

DATE: February 22, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$30,000	1/01/23-12/31/23	1/01/23-12/31/23

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

Date of review: January 2024

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

Program Operator: River City Food Bank

Findings and General Observations:

We have reviewed the CSBG Safety Net program from January 1, 2023 to December 31, 2023. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board

INFORMATION ITEM III-C
Employer Success Stories and Activity Report

Presenter: William Walker

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.

Staff will be available to answer questions.

SETA- Employer Activity Report

The following is an update of information as of February 22, 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 I	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
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	1
	3	Assistant Civil Engineer -Development	2
	9	Assistant Director of Public Safety Accountability	1
	9	Assistant Engineer/Associate Engineer	1
	9	Assistant Pool Manager	1

SETA- Employer Activity Report

The following is an update of information as of February 22, 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	Budget Technician	1	
	3	Building Inspector II	1	
	3	Building Inspector IV	1	
	9	Building Maintenance Worker	1	
	9	Camp Aide	1	
	9	Camp Caretaker	1	
	9	Camp Chef	1	
	9	Camp Host	1	
	9	Camp Program Director	1	
	9	Camp Recreation Leader	1	
	9	Cashier-Aquatics	1	
			Code Enforcement Officer	1
	9		Community Center Attendant I	1
	9		Community Service Officer	2
	9		Community Service Officer II	1
	9		Crew Leader	2
	9		Curator of Education	1
	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	2
	7		Dispatcher II	1
	9		Equipment Mechanic I	1
	9		Equipment Mechanic II	1
	9		Equipment Mechanic III	1
	9		Equipment Serviceworker	1
	9		Events Duty Person	1
	9		Events Services Supervisor-Box Office Manager	1
	9		Executive Assistant	1
	9		Fire Assistant Chief	1
	9		Geographic Information Systems Specialist II	1
	9		Governmental Affairs Manager	1
9		HVAC Systems Mechanic	1	
7		Information Technology Supervisor	1	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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	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	Park Maintenance Worker II	1
	9	Parking Enforcement Supervisor	1
	9	Personnel Technician-Benefit Services	1
	9	Plant Operator-Wastewater/Drainage Division	1
	3	Plumber	1
	9	Police Clerk III	1
	9	Police Officer	3
	9	Police Officer -Recruit	1
	9	Police Records Specialist I	1
	9	Pool Manager	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	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	Recreation Manager	1	
9	Recycling Coordinator I	1	
9	Registered Veterinary Technician	1	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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	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 Landscape Architect	1
	9	Senior Lifeguard	1
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	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
Los Rios Community College	4	Custodian	1
	4	Clerk II	1
	4	Clerk III	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	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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			
Los Rios Community College	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	English as a Second Language (ESL) 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	Healthcare Interpreting Adjunct Assistant Professor Pool	1
	4	History Adjunct Assistant Professor Pool	1
	4	Hospitality Management/Culinary Arts Adjunct Assistant Professor Pool	1
	4	Humanities and Religious Studies Adjunct Assistant Professor	1
	4	Information Technology Specialist II - Microcomputer Support	1
	4	Instructional Assistant	3
	4	Instructional Assistant - Applied Music-Piano	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Music	2
4	Instructional Assistant - Science - Mathematics Tutorial	1	
4	Instructional Assistant - Writing/English/Reading	1	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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			
Los Rios Community College	4	Instructional Development Adjunct Coordinator Pool	1
	4	Instructional Laboratory Supervisor - Science Programs	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician	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 Laboratory Technician Adjunct Assistant Professor Pool	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
	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 - Career & Job Opportunity Services	1	
4	Student Personnel Assistant - Counseling	1	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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			
Los Rios Community College	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	8
	4	Swim and Dive Adjunct Faculty Head Coach Pool	1
	4	Theater Technician	1
	4	Theatre Arts Assistant Professor	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
	9	Administrative Services Officer I	1
	9	Airport Operations Worker	1
	9	Assistant Planner	1
	9	Building Security Attendant Supervisor	1
	9	Chief Storekeeper - Fleet Services	1
	6	Chief, Public Health Laboratory Services	1
	9	Criminalist I-IV Firearms and Tool Mark Examiner	1
	9	Custodian Level I/II	1
	9	Deputy Director, Regional Parks	1
9	Director of General Services	1	
9	Facilities Trades Operations Supervisor	1	

SETA- Employer Activity Report

The following is an update of information as of February 22, 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			
Sacramento Children's Home	9	Firefighter, Sacramento County Airport Fire Level I/II	1
	9	Human Services Program Manager	1
	3	Lead Painter	1
	6	Pediatric Occupational/Physical Therapist Level I/II	1
	9	Printing Services Supervisor	1
	9	Recreation Leader	1
	9	Senior Accountant	1
	9	Senior Agricultural and Standards Inspector Canine Handler	1
	9	Senior Office Assistant	1
	9	Senior Public Information Officer	1
	9	Storekeeper - Fleet Services	1
	9	Supervising Communications/Operations Dispatcher	1
	9	Workforce/Career Assessment Supervisor	1
Sacramento Employment and Training Agency	9	CFS Maintenance/Courier	1
	9	CFS Quality Assurance Analyst	1
	9	Headstart Program Specialist	1
	9	Personnel Clerk	1
	9	Workforce Development Professional III	1
Sacramento LGBT Community Center	9	Chief Financial Officer	1
Sacramento Regional Transit	9	Bus Driver	3
	9	Community Bus Service	3
	9	Dispatch Supervisor	3
	9	Planner/Senior Planner	3
	9	Security Operations Center Specialist	3
United States Credit Bureau INC	9	Collector I	20
Western Range	9	Range Lamber	9
Total			387

INFORMATION ITEM III-D
Dislocated Worker Update

Presenter: William Walker

BACKGROUND:

Attached is a copy of the most current dislocated worker updates.

Staff will be available to answer questions.

Dislocated Worker Information PY 2023/2024

The following is an update of information as of February 22, 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 February 22, 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

Dislocated Worker Information PY 2023/2024

The following is an update of information as of February 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
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
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
Parker Hannifin Corp BWF Division 8314 Tiogawoods Dr Sacramento, CA 95828	Technology	4/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
				1,587			

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

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.



Seta Head Start

Food Service Operations Monthly Report

*January, 2024

1/8/24 - 1/12/24 - Dudley was closed due to moving furniture and painting.
 1/12/24 - EHS Hombase had a field trip to Fairy Town, kitchen prepared 150 sack lunches.
 1/12/24 - 1/19/24 - Strizek was closed due to moving furniture and painting.
 1/12/24 - 1/16/24 - Fruitridge was closed due to Flooring being done.
 1/19/24 - 1/22/24 - Galt was closed due to flooring being done.
 1/19/24 - 1/26/24 - LaVerne was closed due to moving furniture and painting.
 1/26/24 - Northview Class V, North Ave Class V, and Hillsdale Class R were closed due to training.
 1/29/24 - 2/5/24 - Norma Johnson was closed due to flooring being done.
 1/31/24 - Home base had a field trip to Wacky Tacky, kitchen prepared 30 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
31,424	28,984	30,830	2

Total Amount of Meals and Snacks Prepared **91,418**

Purchases:

Food	\$111,868.80
Non - Food	\$17,170.14

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$1,558.81

Vehicle Gas / Fuel:	\$2,455.42
Normal Delivery Days	18

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2024

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	189	12%	699	138	20%
Twin Rivers USD	160	39	24%	56	3	5 %
Elk Grove USD	480	75	16%	NA		
Sac City USD	676	88	13%	16	**2	13%
San Juan USD	888	78	9%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	474	12%	935	148	16%

**Corrections made

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480	458	0	95%	4% +
Sacramento City USD	676	604	0	89%	1% +
San Juan USD	888	711	119 (92%)	80%	2% +
SETA	1,544	1,429	0	93%	5% +
Twin Rivers USD	160	142	0	89%	0%
WCIC/Playmate	100	86	0	86%	4% +
Total	3,848	3,430	119 (92%)	89%	3% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	141	12 (93%)	86%	1% -
SETA	699	657	4 (95%)	90%	4% +
Twin Rivers USD	56	34	16 (85%)	61%	2%
SCUSD	16	0	16 (100%)	0%	0%
Total	935	832	48 (94%)	89%	3% +

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

Reasons for Program Under Enrollment

Elk Grove USD

- Inclusion students with identified IEP were held this month. Few students who were identified were offered placement in Special Ed. Waiting for enrollment paperwork to clear before starting.
- EGUSD continues to experience staffing shortage in both teachers and paraeducators positions.

Sacramento City USD

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- Students transferring to a TK Classroom or moving out of our district.

San Juan USD

- Posting for Homebase Teacher vacancy can only be filled by external applicants—out of the school district—even though there may internal candidates interested in the position.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year due to the school district currently doing their TK enrollment.
- The following preschool sites have exhausted waitlists: Choices Charter; Cottage; Coyle; Encina; Garfield; Grand Oaks; Howe; Ralph Richardson.
- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.

SETA

- The following sites have classroom(s) capped due to limited staff: Hiram Johnson - totaling 4 enrollment slots. Florin pending license for EHS classroom.
- Vacancies in the following positions that support classroom ratio or enrollment: 21 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 2 Family Service Workers.

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Waiting list is exhausted in the following services areas: 95673, 95560, 95652.
- Vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (2).

WCIC/Playmate

- WCIC continue remain committed to providing quality education to the students we do have, and continue to explore strategies to attract families within the zip code of 95817.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- We are in the process of identifying eligible children who are turning 3yrs old in Parent Child Playgroup program.
- The assessment center continues to complete assessments of IEP students. Students are enrolled once their IEP amendments for Head Start services are signed.

- With the opening of the 2024-2025 school year enrollment, we have been able to identify new families with children that are age eligible for our current year program. Our 2023-2024 Interest form remains active on our website for families to complete.

Sacramento City USD

- Continuing to follow up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- We have partnered with organizations within the community to promote our preschool programs. The entire ELC Department had a Community Outreach Field Trip Day as we went out into the community and met with three organizations, as we had guiding questions for the organizations and we collaborated with these organizations so we could gain strategies on how to better promote our preschool programs.

San Juan USD

- ERSEA Content Specialist updated physical EHS & HS Flyer in collaboration with the Communications Department.
- ERSEA Content Specialist and SCW distributed flyers at local businesses and partners close to ZIP codes with low enrollment.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There were 9 Associate Teachers and 1 Site Supervisor onboarded in January. There are 8 employment offers pending for the following positions: 5-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Respect for Life Annual Gathering Resource Fair; Black Mothers United Presentation; Life Center Sacramento; Women's Empowerment Presentation. From these recruitment events, 4 Interest Forms were completed with families inquiring of Head Start services.

Twin Rivers USD

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor.
- The ERSEA team recruited in the following community events: MLK Resource Fair, flyers and information about the program were handed out to families. Recruited over 10 families and placed them on the waiting list; Food Distribution, every 2nd and 4th Thursday of the month; and Kindergarten Round Up.
- Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months will be contacted to start the HS registration process.

WCIC/Playmate

- The month of January, WCIC dropped off flyers at the La Vendadita Restaurant, Smart & Final, posted flyers at the UC Davis Hospital and dropped off flyers at the Rainbow Store.
- WCIC's had purchased one January 2024 monthly bus pass for one family.
- In our effort to recruit children, we reached out to local businesses Broadway Coffee Company, Naked Coffee Roasting & Cafe, Vic's Cafe, Strapping Oak Park, and Underground Books.

REPORTS TO THE BOARD ITEM IV

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.