

## AGENDA

### Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

**Thursday                      April 25, 2024                      1:30 p.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](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Please include in your request the item(s) on which you would like to participate.

#### 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, 89589940017# 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

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**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

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**Anita Maldonado**  
EXECUTIVE DIRECTOR

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**CALL TO ORDER**  
**ROLL CALL**  
**PLEDGE OF ALLEGIANCE**

<b>I.</b>	<b>CONSENT ITEMS:</b>	
	<b>A.</b> Approval of Minutes of the April 4, 2024 Regular Board Meeting	1-5
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<b>II.</b>	<b>ACTION ITEMS:</b>	
	<b>A. General Administration:</b>	
	1. Approval of an Appointment to the Sacramento Works Board (Roy Kim)	7-8
	<b>B. Workforce Development Department</b>	
	General/Discretionary:	
	1. Approval to Accept California Workforce Development Board, High Road Training Partnership Funds from the Sacramento County Office of Education, and Authorize the Executive Director to Execute the Agreement, Modifications and Any Other Documents Required to Implement a Successful Program (Lauren Mechals)	9
	One Stop Services: No Items	
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	<b>C. Children And Family Services Department:</b>	
	1. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program (Karen Griffith)	10-33
	2. Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Applications (Karen Griffith)	34-35
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	6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs (Karen Griffith)	56-62
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	<b>A.</b> Employer Success Stories and Activity Report (William Walker)	63-72

B.	Dislocated Worker Update (William Walker)	73-77
C.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim)	78-83
D.	Head Start Reports (Karen Griffith)	84--91
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
<b>V.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Thursday, April 18, 2024

**CONSENT ITEM I-A**

**Approval of Minutes of the April 4, 2024 Regular Board Meeting**

Presenter: Anita Maldonado

**RECOMMENDATION:**

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

**BACKGROUND:**

Attached are the minutes of the April 4, 2024 meeting for your review.

## MINUTES/SYNOPSIS

### Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday                      April 4, 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 10:01 a.m. The roll was called and a quorum was established.

#### Members Present:

Mai Vang, Chair, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors  
Rich Desmond, Member, Board of Supervisors

#### Members Absent:

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

#### Recognition of Long-term Employees:

*Melanie Nicholas*, CFS Administration Program Officer (30 years of service)  
Ms. Griffith congratulated Ms. Nicholas on her 30 years at SETA and provided background highlights.

The Board congratulated Ms. Nicholas and expressed their gratitude for her service.

#### I. CONSENT ITEMS:

- A. Approval of Minutes of the March 7, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Moved/Desmond second/Kennedy to approve the following consent items:

- A. Approval of Minutes of the February 1, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

#### Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

## II. ACTION ITEMS:

### A. General Administration/SETA

#### 1. Timed Item 10:00 a.m. and Public Hearing

Approval of Changes to SETA Personnel Policies and Procedures Section 11.05 Vehicle and Driving Policy

Mr. Richardson introduced himself and reviewed the item. He advised that the current policy addresses SETA staff members whose classifications require driving either an Agency or private vehicle for work. The policy states that these staff members must maintain a "good" driving record, as required by the Agency's insurance broker, Gallaher. To ensure that the "good" driver status is maintained, Gallagher obtains a Motor Vehicle Report (MVR) on an annual basis. The Department of Motor Vehicles has recently implemented a new program that automatically sends MVRs to the insurer in the event of an incident that affects an employee's driving record. Therefore, SETA needs to update its policy and have current and future staff sign a new acknowledgment for the automatic reporting of their MVR.

Ms. Vang opened the public hearing at 10:09 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:09 a.m.

Moved/Kennedy, second/Desmond, to approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

#### 2. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed the item. He advised that this item seeks the Board's approval to appoint a new representative for the California Department of Rehabilitation on the Sacramento Workforce Board.

Moved/Kennedy, second/Desmond, to approve the appointment of Vivian Hernandez-Obaldia as the California Department of Rehabilitation representative on the Sacramento Works Board.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

#### 3. Approval of the Appointment Youth Committee Members

Ms. Mechals reviewed the item and advised that this item seeks the Board's approval to appoint the following applicants to the Youth Committee:

- Ivan Horta – Youth Voice Advocate with SETA Workforce Innovation and Opportunity Act (WIOA) Youth Program;
- Maura Perez-Lima – Youth Voice Advocate with SETA WIOA Youth Program;
- Jazlyn Mosley - Youth Voice Advocate with SETA WIOA Youth Program;
- Jennifer Christine-Madamba – Education Specialist, Regional Workforce Development with SMUD.

Moved/Kennedy, second/Desmond, to approve the appointment of Ivan Horta, Maura Perez-Lima, Jazlyn Mosley, and Jennifer Christine-Madamba to the Sacramento Works Youth Committee.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

4. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2024, and Authorize the Executive Director to Sign the Agreement

Mr. Maslac introduced himself and provided an overview of the item. He informed the Board members that the current audit firm, Badawi & Associates, has an agreement with SETA that allows for an extension of two additional one-year terms with a 5% increase or an increase based on the Consumer Price Index, whichever is lower. The Consumer Price Index increased by 3.2% in 2023. Based on this, staff recommends extending the agreement for audit services for \$51,528, which includes the 3.2% increase for the fiscal year ending on June 30, 2024.

Moved/Desmond, second/Kennedy, to approve the extension of the agreement with Badawi & Associates for audit services for the fiscal year ending June 30, 2024 for a total amount up to \$51,528 for two major federal programs, and authorize the Executive Director to sign the agreement.

Roll call vote:

Aye: 3 (Vang, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Scherman)

**B. Workforce Development Department**

General/Discretionary: No Items

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No Items

**C. Children And Family Services Department: No Items**

**III. INFORMATION ITEMS:**

- A.** Fiscal Monitoring Reports: No questions
- B.** Employer Success Stories and Activity Report: No questions
- C.** Dislocated Worker Update:  
Mr. Walker reported that Delta Dental has issued a WARN notice for 137 employees. Of these, 95 employees will be affected on May 17, 2024. The SETA team has been working with Delta Dental over the past few months and has scheduled a rapid response virtually on April 19, 2024. Since most of these employees work remotely, a virtual job fair is scheduled on May 3, 2024. The reason behind the layoffs is the loss of state contracts.
- D.** Unemployment Update/Press Release from the Employment Development Department:  
No questions
- E.** Head Start Reports:  
Ms. Griffith advised that the Head Start budget was passed by Congress and signed by the President. The approved budget includes a 2.3% Cost-of-Living Adjustment (COLA). SETA is presently waiting for a funding guidance letter from the Office of Head Start. Additional information will be available shortly.

**IV. REPORTS TO THE BOARD:**

- A.** Chair: No report
- C.** Interim Executive Director:  
During the February meeting, the SETA Governing Board approved the use of the fund balance to send a SETA representative to attend the Cap-to-Cap event scheduled for April 2024. However, Ms. Saurbourne informed the Board that SETA was unable to register for the event as it was already full. SETA did secure a spot on the waitlist and staff will continue to contact the event organizers for any availability updates.  
  
Ms. Saurbourne also informed the Board that SETA has signed a contract with a strategic planning consultant. The kickoff meeting is scheduled for the next week. The Board members will be kept updated on the progress made and how they can be involved.
- D.** Deputy Directors: No report
- E.** Counsel: No report
- F.** Members of the Board:
- G.** Mr. Kennedy informed that the staff of Sacramento County is developing new policy and procedures to reduce obstacles and simplify the application process for individuals with disabilities who wish to apply for employment. This will enhance the number of people with disabilities in the workforce. He asked SETA to share any resources that the County would benefit from.
- H.** Public: None

**V. ADJOURNMENT:** The meeting adjourned at 10:16 a.m.

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



**CONSENT ITEM I-B**  
**Approval of Claims and Warrants**

Presenter: Anita Maldonado

**RECOMMENDATION:**

Approve the claims and warrants for the period 03/22/2024 through 04/19/2024.

**BACKGROUND:**

Anita Maldonado, Executive Director, has reviewed the claims for the period 03/22/2024 through 04/19/2024, and all expenses appear to be appropriate.

## **ACTION ITEM II-A-1**

### **Approval of an Appointment to the Sacramento Works Workforce Development Board**

Presenter: Roy Kim

#### **RECOMMENDATION:**

Review the application and appoint Ms. Maldonado to be an "Other" representative on the Sacramento Works Board.

#### **BACKGROUND:**

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

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

Historically SETA's Executive Director has served as a WDB member in the "Other" category. D'et Saurbourne has been representing SETA in this category for approximately six months as Interim Executive Director. Due to the recent appointment of Anita Maldonado as SETA's Executive Director, it is necessary to appoint Ms. Maldonado to replace Ms. Saurbourne as SETA's representative on the WDB. Her application is being sent under separate cover.

## WIOA Board Membership

<b>Private Business*</b> (must include two small businesses)	14
<b>Labor/Workforce**</b>	
Labor	4
Joint Apprenticeship	1
Community Based Organization	0
	***
<b>Education/Training</b>	
Adult Ed	1
Higher Ed	1
<b>Government and Economic/Community Development</b>	
Economic Development	2
Wagner-Peyser (EDD)	1
Vocational Rehabilitation	1
Other	2
 Total	 27

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

### Government and Economic/Community Development

Name and Position	Company
Anita Maldonado, Executive Director	Sacramento Employment and Training Agency

**ACTION ITEM II-B-1**

**Approval to Accept California Workforce Development Board, High Road Training Partnership Funds from the Sacramento County Office of Education, and Authorize the Executive Director to Execute the Agreement, Modifications and Any Other Documents Required to Implement a Successful Program**

Presenter: Lauren Mechals

**RECOMMENDATION:**

Approve the acceptance of \$65,598 of CWDB-HRTP funds, and authorize the Executive Director to execute the agreement, modifications, and any other documents required to implement a successful program.

**BACKGROUND:**

In January 2023, the California Workforce Development Board (CWDB) released a new open funding solicitation for High Road Training Partnerships (HRTP). These funds are intended to increase access to existing high road jobs for underserved populations.

The Sacramento County Office of Education (SCOE) has been working closely with SETA to access grant funds that help implement the talent pipeline for the School-Based Mental Health and Wellness (SBMHW) Career Pipeline program. SETA is committed to supporting SCOE's workforce development efforts in building a talent pipeline for career pathways in SBMHW, while providing career and training development opportunities for underserved communities.

On February 17, 2023, SCOE submitted an application to the CWDB for HRTP funds to support this initiative. The application included \$65,598 for SETA to serve as the Employment Connection partner as well as a recruitment partner for participants who are enrolled as interns in the School-Based Mental Health and Wellness Career Pipeline program. SETA will leverage opportunities through special youth program initiatives and the Sacramento Works Job Center System.

Specifically, SETA will support the Career Pipeline with:

- Career Placement and referral services for program interns
- Job readiness services to high-school students including career assessments, counseling, and employment referral and placement services.

## **ACTION ITEM II-C-1**

### **Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program**

Presenter: Karen Griffith

#### **RECOMMENDATION:**

Approve Program Year 2023-2024 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

#### **BACKGROUND:**

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January-February 2024, seven committees led by team leaders in the Child and Family Services department, SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Focus Area Protocol Questions were used as a general framework to assess effectiveness of internal policies and procedures and agency communication and delivery systems. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting and analyzing data. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

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Children and Family Services Department (CFS)

Head Start and Early Head Start  
Self-Assessment Summary of Results  
2023-2024

**Background**

In January-February 2024, seven committees led by team leaders in the Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Each committee designed its specific approach that included a diverse team membership and a process for identifying, collecting, and analyzing data. Each committee submitted a report highlighting strengths and areas of improvement which are summarized in this report.

**Data Collection and Analysis**

The committees utilized data from personnel files, written policies and procedures, parent and staff surveys and interviews, child files, *ChildPlus*, *CLASS*, *DRDP*, *Learning Genie*, *ASQ Online*, classroom observations, health reports, internal monitoring results, safety and supervision monitoring, *ReadyRosie*, *ADP* and fiscal reports. Committees used a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis as an approach to discuss and understand the relationships between the various data points and qualitative information collected.

**Summary of Program Strengths**

The SETA Children and Family Services programs have many notable strengths as described in the following sections

***Education, Mental Health, and Disabilities***

**Education**

**Head Start and Early Head Start Center-Based Program**

***Curriculum Fidelity and Child Assessment and Quality Teacher-Child Interaction***

- In addition to actively implementing Creative Curriculum (CC), a researched-based curriculum that meets the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF), the program is also currently piloting the newest edition of CC across six classrooms in preparation of rolling out to additional groups in the coming year. Participants in the pilot program are working closely with the School Readiness Program Officer and team to identify challenges with the new curriculum before expanding across all classrooms. With the currently used CC, all classrooms have CC volumes and resources. Teaching staff receive additional materials to support its implementation including activities, interest areas, lesson plans, read-alouds, STEM, etc. Strengths

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identified through CC fidelity are in the areas of Planning, Positive Climate, and Positive Behavior Management.

- CLASS observation data is collected annually and results are used to plan relevant training and onsite coaching support to build teaching skills and to continue to raise CLASS scores and quality teaching. CLASS scores across thirty classrooms show high scores in Emotional Support (6.6) and Classroom Organization (6.38) domains.
- Working closely with a Specialist from the Office of Head Start, a CLASS Implementation Plan has been developed to establish best practices from the site to the administrative level to ensure CLASS scores stay at or above the Quality Threshold.
- All Education Program Officers, as well as several Quality Assurance staff, are or are in the process of becoming certified CLASS Observers to allow for increased internal capacity for self-assessment.
- DRDP is used to assess all HS and EHS children in the program. Teachers use the Learning Genie computer program to collect and record observations, photos, and work samples to determine the final score.
- DRDP data from Preschool in Winter 2023 revealed that strengths are in the domains of Physical Development Health with 92% of children at or above age level, Social Emotional Development with 89% of children at or above, and Language and Literacy development with 87% children at or above age level. The lowest numbers of children functioning at or above age level are in the domains of English Language development, 66%; Cognition including Math and Science, 84%; and Approaches to Self-Regulation, 82% of children at or above age level.
- Lesson plans and detailed daily schedules were displayed for families and adult use in 90% of preschool classrooms in the sample. In EHS classrooms observed, 100% them of had lesson plans posted.
- With reduced COVID-19 health and safety restrictions in the classroom, more materials have been restored to Dramatic Play areas to promote creativity and self-expression of children.
- Teachers focused on providing individualized educational opportunities for children. In 100% of classes observed, teachers were proactive in providing accommodations for children who did not want to participate in structured activities and instead were able to meet the individual strengths of the children. The teachers also guided children through transitions with care and support, providing encouragement and positive feedback.

*Transitions*

- 98% of parent survey respondents stated that teachers and Family Services Workers (FSW) help them prepare their children and their families for transition into Kindergarten or another Pre-K program if moving out of the area.
- 99% of parent survey respondents felt that their children are being prepared for a successful Kindergarten throughout the school year.

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- Transition plans are completed for 100% of EHS children transitioning into Preschool. 98% of the transitions start at age 2 years and 6 months. 100% of parents who met with their FSW to complete the Head Start enrollment application reported that their child is ready for preschool by attending EHS. 100% of parents agreed that the transition plan developed for their child is individualized and meets their needs and goals. 99% of parents felt the overall transition experience from EHS to Pre-K went well.

*Professional Development, Training, Coaching and Education Support*

- Professional Development offerings for staff are increasingly structured in smaller groups more frequently to allow for a greater depth of experience and maximize learning from both facilitators and peers.
- Relevant Professional Development Plans are based on data from DRDP, CLASS observations, Self-Assessment results, and teacher input from the self-reflection portion of their Annual Evaluations. Findings from these sources are analyzed to determine the professional development content and training approach needed.
- Members of the Education team are also authorized Teaching Pyramid Coaches/Trainers, Trauma Informed Care, Infant/Toddler and Preschool CLASS and Creative Curriculum trainers.
- Teachers on Special Assignment (TOSA) capacity has doubled by adding two additional TOSA positions (one for EHS, one for Pre-K). They provide highly individualized coaching for new Teachers, as well as stepping in to coach Teachers as part of overall performance support strategies.
- Site Supervisor Quarterly meetings have shifted to bi-monthly, and have been reformatted to provide an additional two hours of Professional Development in staff-identified areas of growth.
- Education staff, including Coordinators, Program Officers, Site Supervisors, and Teachers have attended conferences and presented at in-house staff training events to share the information gained with peers.
- The code phrase “*I need a coffee break*” launched at sites for staff to discreetly share or with the supervisor the need to take a quick break and step off the floor.

*Head Start and Early Head Start Home-Based Program*

- In 2023, the SETA Head Start/Early Head Start home base was trained in the home visitor observation rating scales (HOVRS). The HOVRS is used to guide the quality of a home visit. This tool was designed to better engage parents as well as improve the quality of the home visit.
- In 2024 SETA Head Start/Early Head Start Homebase program was trained in PICCOLO. PICCOLO is a checklist of twenty-nine observable, developmentally supportive parenting behaviors in four domains (affection, responsiveness,



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encouragement, and teaching). The PICCOLO is a great way to monitor parent/child outcomes and program effectiveness. The benefits of PICCOLO are assessing positive parenting behaviors that individualize positive parenting outcomes and guide individualized positive parenting interventions with families while also being culturally sensitive and relevant.

- In program year 2023/2024 the SETA Head Start/Early Head Start Home Base units have conducted joint team building training between Home Base and Family Service Workers as well as between Home Base and Health Nutrition Service unit. These meetings have created opportunities to communicate unit needs, expectations, and new policies and procedures. It has also helped enhance support services provided to families. Transitions from different program options (home-based to center-based and vice versa) have also been enhanced and much smoother as a result of these meetings and staff getting to know each other in person and building relationships.

**Mental Health and Disabilities Services**

- In 80% of classrooms observed the Teacher had documented evidence of individualization for children on the IFSP/IEP/IDP Goal Tracking Sheet
- An Additional Intervention Specialist was hired to support EHS and Home Base, given the increase in EHS students across both center-based and home-based options.
- Ages and Stages Questionnaires (developmental screening) are completed, printed, and maintained in the child's file within 45 days (100% of 16 observed).
- A new cohort of teachers is going through training in Teaching Pyramid and will complete the series by May 2024, equipping them with skills to support the increased need in children showing heightened behavioral concerns.
- The referral process for disabilities and mental health is timely and parents are satisfied, 94% in the center-base option, and 100% in the home-base option.
- 92% of parents surveyed are aware that SETA Head Start has an Intervention Specialist team who can assist them in navigating the early intervention referral process. 100% of parents surveyed stated their family and child feel welcomed by Head Start staff, and 99% of parents surveyed feel that their Teacher helped them understand their child's social/emotional development.
- *Teaching Pyramid* strategies are being implemented in 95% of classes observed: Building relationships (100%), visual schedules posted (76%), classroom expectation posted (71%)
- The agency provides services of early childhood infant mental health professional consultants for social-emotional/mental health referrals to support the Intervention Specialists.

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**Parent and Family and Community Engagement**

- 100% of the files checked had the strengths and needs assessment section of the FPA completed.
- The required minimum of one individualized parent contact per month by Family Service Workers was well exceeded (report 2130 in Child Plus – 1,306 pages of contacts for Preschool; 325 pages of contacts for EHS – does not include health contacts, just family services).
- At all sites, regular sharing of community resources and important information about opportunities for parents, such as jobs, free food, free diapers, car seat information, WIC, etc is occurring. Parents receive flyers, text messages, and emails to inform them about these.
- 80% (31 out of 39) of sites have had at least one in-person parent meeting. 85% (33 out of 39) have had some form of parent meeting.

**Health and Nutrition Services**

- Majority of Head Start/Early Head Start children have access to health care and receive their age-appropriate health screenings, At the time of self-assessment, agency data shows 85 % of enrolled children have access to health insurance and health care services. This includes immunizations (79%), dental care (82%), and follow-up treatment (68%).
- Over the last few years, the program has been responsive to areas that required change. In 2022-23, the agency provided updated technology devices such as tablets, laptops, email and fax capabilities, mobile wifi, units, and phones to site staff to keep up with modern business practices of using text messaging, uploading documents from mobile devices and accessing health information in *ChildPlus* database. This increased the staff's flexibility in health data collection. Over this past year, the agency transitioned to online/cloud to access and store health data with the conversion of *ChildPlus* Desktop to Online version. The health unit was responsive to this change and provided staff training to be proficient in this new version and optimize the use of virtual access Some improvements include:
  - Staff can now use their tablet or mobile phone to take pictures of required enrollment documents and directly upload them to the participant's electronic record without having to scan documents or make photocopies.
  - Texts of reminders to parents/guardians for upcoming medical appointments or documents that are due. Staff can send links to documents that participants can open from their mobile phones, electronically sign, and upload directly to their electronic records.
  - Staff can create digital resources, and download interactive mobile apps, or websites to provide education, telehealth/dentistry consultations, over the phone,

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or through virtual connections like FaceTime to connect via mobile phones for assessments or consultation appointments.

- Community partners have also brought services directly to participants via mobile setups for immunizations, vaccinations, health and oral screenings, enrollment access to other non-Head Start programs and/or services, and dental treatment.
- SETA has expanded the school menus to incorporate more cultural foods and other preference diets. Vegetarian meals are now served weekly to children. The program has also increased the quantity and types of items sourced locally from area farm vendors allowing for more fresh produce to be served at meals.
- CACFP reviews also indicate that the conduct of meal times is one of the strengths of nutrition services. Wonderful conversations and teacher-child interactions consistently take place, making meal times not only a pleasant experience for children but also a learning activity. Teachers encourage children to help set tables for meals, promoting independence and cooperation.

**Safe Environments**

- SETA has a strong system for centers requesting supplies, basic repairs, and more in-depth/emergency facility issues.
- The facilities department has a team with a variety of skill sets that allows us to maintain HS centers using our in-house team whenever possible
- The department recently updated its Preventative Maintenance expectations, schedules, and systems. The manager and coordinator provided training to all facilities staff
- There is a process in place for the facility's supervisory staff to visit centers regularly to observe if recommendations from the Safe Environments Consultant are being implemented. These visits are also a time to provide technical assistance to teaching staff in Safe Environments.

**ERSEA**

**Recruitment:**

- SETA is partnering with Code for America, a 501(c)(3) organization that creates pathways for families receiving government assistance. Code for America is supporting countywide recruitment efforts to reach out to families receiving SNAP who can potentially enroll in HS/EHS. In January 2024, it launched the send-out of Head Start service information to families residing in 3-4 targeted zip codes of areas with low HS enrollment.

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Eligibility:

- Policy and procedures are in place for the ongoing monitoring review of eligibility records. The program also has procedures in place for the child/family application process. The verification process is twofold as once it is completed at the center level or in-home base option, by Family Services Workers (FSW) or Home Base Visitor, all applications are again reviewed by the ERSEA Program Analyst.
- Mandatory annual ERSEA training was completed on 8/18/23 and 8/28/23. Staff responsible for eligibility determination is trained within 90 days of starting the position and throughout the program year to ensure consistent and appropriate ERSEA practices.
- Head Start and State enrollment applications are reviewed annually through the Quality Assurance unit. The average error rate continues to decrease.

Attendance:

- The program has an attendance policy to support child attendance and to ensure an absent child's health and safety on time.
- Daily Attendance and CACFP totals are captured daily per classroom with the use of the *ChildPlus* Attendance app.
- Information regarding the benefits of attendance is provided in multiple places including Parent Handbook, and Admissions Policies, during enrollment interviews and parent meetings.
- Staff use *ChildPlus* monthly reports to identify children whose attendance is 85% or lower.
- ERSEA and Education units completed revisions to the Classroom Attendance Improvement Plan. Site Supervisors are using the form monthly to document reasons for classrooms that have total attendance below 85%. Site staff contact families with children who are chronically absent and schedule a conference to develop an Attendance Action Plan.

Enrollment:

- Although SETA is currently on an OHS Full Enrollment Initiative, as of January 2024 the enrollment for Head Start is at 93% and 90% for EHS.
- Monthly data analysis of *ChildPlus* report #2025 is used to track the number of families in automatically eligible categories to evaluate the ongoing recruitment plan.
- *ChildPlus* report #2004 Management of Eligibility Income is used to track families meeting categorical eligibility.
- Families have access through the SETA website to complete Family Pre-Application. When families complete this process online, they receive a link to upload supporting documents for eligibility into *ChildPlus*.

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- Families contacting SETA via the Enrollment Line are assisted with location preference, eligibility documents upload, and contact information for site location. From January to March 2024, more than 720 families were assisted through this process.
- The program waitlist has more than 600 families with verified eligibility documents uploaded into the system.

**Human Resources**

- Successful ratification of new labor agreements with AFSCME & SETA
- Updated recruiting procedures by **1302.91** including:
  - Implementation of ADP Recruitment Module producing an increase in applications
  - Updating Position and Program Summary information in Job Announcements when advertising vacancies
  - New website and logo designs are ongoing letterhead has been updated.
  - Job Fair hosted at the main office on 7/ 29/23 resulting in 35 new hires.
  - Flexibility to continue virtual and online options for screening, testing, and interviewing when feasible
  - Continue meetings between HR and Program Management for hard-to-fill vacancies and other recruitment strategies like providing education plans
  - Hired 17 Child Care Teacher Assistants from the Job Fair who will transition to Associate Teacher positions. Two successful Hub Sub program recruitment events for substitute teacher recruitment at CSUS resulted in 19 hires in Fall 2023 and 34 hires in Spring 2024
- Implementation of the New Hire Orientation Survey –distributed to new hires within 30 days of attending orientation to assist with improving the new hire and onboarding experience
- Increased flexibility with management in scheduling screenings/interviews
- Recruiting staff were excellent at catching application inconsistencies concerning background checks and health screening procedures (**1302.90(b)**)
- PC & PAC members are involved in the hiring process understanding the role – recently seated member training to review PC role and expectations
- Ensured New Hire success with Onboarding Best Practices Policy (**1302.90((a)**)
  - Improving New Hire Orientation experience from 2 days to 5 days once a month beginning in April 2024 working with Admin/IT and Program Management Staff
    - a) Day 1 HR and Admin/Union/Licensing and Admin Mandated Training and IT access
    - b) Day 2 CFS and Health and Nutrition
    - c) Day 3 ERSEA and Family Engagement
    - d) Day 4 Education
    - e) Day 5 –Half Day to make sure Admin and Program have

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everything and the second half will be spent at the sites.

- Personal introduction to SETA by the Executive Director at new employee orientation or via video during new employee orientation week
- Continued updates regarding COVID-19 response including:
  - Updated vaccination requirements including documentation on file or medical/religious exemption on file **(1302.93(a)(1))**
  - Mandatory testing is no longer required as of January 1, 2024
  - Dedicated COVID-19 reporting system (email, respondent, process)
  - Tracking systems to facilitate contact tracing
  - Updated Policies and Procedures for COVID-specific issues
- Open Enrollment rollout plan successful – Coordinated a team to visit sites and provided weekly Zoom Meetings to discuss plan changes and plan highlights

**Governance**

- Documentation of agenda, minutes, and supporting documents
- Training opportunities for PC and PAC members.
- Timely and useful monthly reports that contribute to and support PAC/PC decision-making.
- Provide year-round child-care services for low-income families
- Partnering with community organizations
- PAC/PC being part of the decision-making
- Parents participating in the HR hiring process
- Parents are passionate about the program
- The agency provides excellent communication with board members
- Parents on Standing committees/ Sub Committees
- Parent being able to attend conferences
- Parents' engagement in the board meetings
- Public participation
- Board Packet review
- Knowledge of how to run a board meeting

**Fiscal**

- Training provided to delegates and partners throughout the year.
- Oversight over budget areas and budget preparations.
- Fiscal and program teams working well together.
- Strengths over internal controls. Continue to have no findings over IC during audits/reviews.
- Good communications with staff regarding new changes and implementation.

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- Quick to come up with new and helpful ideas to streamline processes.

### **Summary of Program Growth Opportunities**

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsibilities is attached.

#### ***Education, Mental Health, and Disabilities***

##### **Education**

###### ***Head Start/Early Head Start Center-Based***

- There are time constraints in providing the necessary education training (CLASS, Creative Curriculum, Teaching Pyramid, Second Step, etc.) and for teaching staff to be able to attend all professional development sessions.
- While there are now four Teachers on Special Assignment (TOSA), the need for coaching continues to grow, and as there are many new Teachers the demand for TOSA support continues to be greater than the agency's capacity.
- Burnout among teaching staff continues to be an area of concern, and while ideas to address and minimize stressors are developed (e.g. "coffee break" code to indicate a quick break is needed, providing additional staff to provide increased classroom support, more individualized training and development plans) they are not necessarily a long-term solution given budgetary and capacity constraints.
- The CLASS domain of Instructional Support is scoring lower than the quality threshold in thirty observed classrooms.
- Preschool and new teachers in EHS need training on developmentally appropriate practices in the areas of Literacy, Reading, and Math. More training is needed on strategies in Science, Social Studies, the Arts, and Technology.
- In the past year there have been multiple changes of leadership at the site level, which has had an impact on the site team as the dynamic and site culture shifts and changes with that leadership.
- Teachers are working with children at varying developmental levels and behaviors, and having to balance more heightened behavioral needs in their classroom.
- The expectations of different Kindergarten teachers vary in different classrooms, schools, and districts. Teacher's awareness of families' home schools in districts needs to improve. Kindergarten classroom visits have decreased since the COVID-19 pandemic.

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- Field trips have started taking place again, but not consistently across all sites/classrooms. More intentionality in planning community-based field trips and field trips that are easily accessible for families to participate as well is needed in the coming year.
- Site Supervisors without EHS backgrounds now supervise EHS classrooms. More training is needed for supervisors to learn appropriate expectations to support Lead Teacher Infant-Toddler (LTITs) in the classrooms.

*Head Start/Early Head Start Home-Based Program*

- Growth opportunities include the need for increased collaboration between Program Officers, Family Service Workers, and Home Base Education Coordinators to create a training/meeting between two groups for the staff to connect and streamline the process of transferring children from the Home Base to the Center base and vice versa.
- With a newly assigned intervention specialist dedicated to the Home Base program, program staff will be supported to better navigate disability services

*Mental Health and Disabilities Services*

- Teachers did not always share the results of the Ages and Stages Questionnaire (ASQ) developmental screening with parents (11% of 168 parent surveys).
- Implementation of IFSP, IEP, and IDP goals from lesson plans into actual classroom activities and interactions with children.
- There has been an increase in children with IEPs/IFSPs/referrals in process in the classroom, but staff capacity to support these children has not scaled to the need.
- Many School Districts have changed their internal referral process, and have had leadership changes, making it challenging to follow up on referrals and providing timely information to Head Start families.
- The implementation of the Second Step, a curriculum to support social-emotional development of children is not observed in all classes. More training and support are needed for teaching staff to use the resources and incorporate the activities in the lesson plans and daily schedule.

*Family and Community Engagement*

- It is time to revamp the Family Partnership Agreement (FPA) process to make it compatible with Child Plus where information can be documented, monitored, and tracked online in a single platform.



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- When ChildPlus is used, the program can evaluate FPA progress more efficiently by standardizing the documentation of family contacts to tell the story of the family and coordinate with the PFCE Framework.
- While there is clear evidence that parent meetings are being held, the program can improve by holding monthly in-person parent meetings as well as incorporating the parent curriculum activities into the meetings.

***Health and Nutrition***

- Although the program has been successful in expanding access to services, data shows that there is a need to improve the agency’s communication systems and staff education related to Head Start Performance Standards and service delivery. There is a need to be more proactive in finding innovative ways to deliver services and in educating parents and staff about the “why” or rationale for preventive health screenings.
  - Improvement in communication between units can be facilitated by developing a system for shared information and cross-training of areas that overlap. Lack of collaboration when working on projects that cross over service areas and overall team building are missed opportunities in our program.
  - While there are many training opportunities available to staff and parents, they are not being utilized to capacity. In program operations, there is a lack of participation in non-mandatory training or refreshers, mainly from seasoned staff. Parent participation/attendance to events is only high when there are incentives for participation.
- Supporting bilingual children enrolled in the program is an area of improvement. Results of empathy interviews and SWOT analysis showed that there are language barriers in providing information and resources in other predominant languages aside from Spanish and English. Programs reported that the low numbers in certain health screenings were partly due to pushback from parents in wanting or allowing the program staff to conduct certain health screenings. This was most common among parents whose English was their second language. Therefore, programs must work on increasing translated educational materials and resources in other languages, other than Spanish, and specifically target bilingual children who are not up-to-date with particular screenings.
- Unannounced Safety and Supervision Review data shows a decrease of 10% in overall compliance. Most issues were found in conducting sweeps during transitions.
- Safe Environments and COVID-19 Mitigation Monitoring Compliance Quality Improvement review (SETA and Delegates) in November 2023 (Fall) showed that many of the previous site or facility issues were yet to be resolved.

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**Safe Environments**

- More training for facilities staff in recognizing and addressing potential safety issues at their assigned centers.
- Additional oversight from the supervisory team regarding documentation of the reason for the center visit and time management of the facilities team at centers.
- Providing opportunities for the facilities team to be empowered to seek out projects that would benefit the safe environments at centers.
- More opportunities for the Facilities Coordinator to take the lead in training staff and building a stronger facilities team independent of the monthly manager-led meetings.

**ERSEA**

- Partnership with Code for America to increase the waitlist by 5% in all program options annually with families categorically eligible for Head Start services.
- Continued training for Family Services Workers, who are providing direct services, and for the Program Analyst of current Head Start and State eligibility, enrollment requirements, and income calculations.
- ChildPlus transition from Desktop to Online entry versions created a need to implement staff training to increase proficiency in data entry and to expand the use of ChildPlus Online.
- The current focus on Attendance within the Quality Improvement Network (QIN) committee will provide data to support the program with implementing a clear attendance policy to address chronic absenteeism with goals of increasing the overall rate to 85% in 50 % of the classrooms in each program option.
- Adapt and update the Attendance Tool Kit to assist site staff with resources for communicating the importance of attendance with families and in the classroom.
- Development of training on Waitlist Procedures and Building Relationships with Families.

**Human Resources**

- Limited consistent pool of parent volunteers to participate in the hiring process. Parent participation is not consistent with the 51% participation requirement guideline
- Implementation of ADP had challenges and delays:
  - Still need to roll out On-Boarding and Performance modules
  - Difficulty staying in contact with customer support regarding closing dates change from PST to EST zone without notice
  - Working with ADP to establish monthly meetings
- Recruitment in ADP has been going since July 2023 –Improvement with applicants uploading the needed documents

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- Opportunity for improvement regarding disciplinary action procedures
- Large-scale supervisory training development in progress addressing **(1302.92)**
- Implementation of ADP On-Boarding and Performance Module
  - Program and support with the required documents to implement the modules

**Governance**

- Recruitment and more parent outreach (PAC/PC Board)
- CFS Department's knowledge of PAC/PC
- Brainstorming on Male Involvement Program and how to make child care centers more inviting to fathers/male family figures
- More department staff reporting out at PC and other meetings
- Follow-up data on questions asked at board meetings
- Staff report on conferences and selection of staff who participate in conferences
- Brainstorming new strategies on how to increase HS enrollment
- Brainstorming new ideas on how to increase parent participation
- Pathways for parents who are transitioning out of the program

**Fiscal**

- Improving policies and procedures to help benefit the entire agency
- ADP – continuing to make the ADP payroll system easy to use for staff.
- Inventory count – work on ensuring tighter controls over equipment inventory.
- Continue to seek training for fiscal staff and provide training to all parties.
- Continue to seek ways to improve the policies and procedures and make sure staff understand the processes.

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**INSTRUCTIONS:** Based on your agency’s Self-Assessment results, please develop an action plan to address the findings described in the “Program Growth Opportunities” section of the Self-Assessment report.

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<b><i>I. EDUCATION, MENTAL HEALTH AND DISABILITIES</i></b>				
Provide ongoing support to Apprentices and CCTAs in the program, and provide additional training to teachers who mentor the participants, as well as review requirements related to Education Plans	Lynda de la Mora Ashlee Russell Cameo Calhoun	July 2024		Ongoing
<p>CLASS Implementation Plan: Integrating the use of CLASS as part of the program quality improvement, evaluation, and monitoring systems.</p> <ul style="list-style-type: none"> <li>○ CLASS for Coaches workshops</li> <li>○ CLASS workshops for Teachers and ATs including Domain Series,</li> <li>○ PBC/ TLC coaching approach</li> <li>○ Informal CLASS Observations &amp; Feedback</li> <li>○ CLASS Observer training</li> </ul>	Cher Her Kazoua Yang Kelly Sprake Cameo Calhoun	February 2024		Ongoing
<p>Continue to provide support to implement Creative Curriculum fidelity.</p> <ul style="list-style-type: none"> <li>○ Roll out the sixth edition of the Creative Curriculum, and introduce Studies and Project work as a pilot. Work with teachers in the pilot to determine what works and what modifications need to be made before sending it to all.</li> </ul>	Susan Garland Ed. PO for each region Cameo Calhoun	April 2023		Ongoing Additional pilot groups to begin in winter 2024

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<ul style="list-style-type: none"> <li>○ Debrief the current Pilot group in anticipation of expansion across 5-6 additional sites.</li> </ul>				
<p>Continue with Math and STEM curriculum enhancement.</p> <ul style="list-style-type: none"> <li>○ Send additional SETA teachers to Region 9 STEM Institute. Follow up with a teachers’ training teachers’ event.</li> <li>○ Develop special math areas.</li> <li>○ Continue Math project with West Ed</li> </ul> <p>Host SETA STEMfest during Summer Series Training</p>	<p>Susan Garland POs/Ed. Coordinators Cher Her</p>	<p>March 2024</p>		<p>Ongoing</p>
<p>Extend cultural sensitivity training to increase knowledge of teaching strategies to serve diverse populations through representation in classroom areas including but not limited to Art, Dramatic Play, Music, Blocks, Toys and Games, Discovery, Library, and outdoor settings.</p>	<p>Cameo Calhoun Kazoua Yang Laura Moore Lynda de la Mora</p>	<p>July 2024</p>		<p>Ongoing</p>
<p>Increase resources for teachers to combat stress and burnout.</p> <ul style="list-style-type: none"> <li>○ Promote the use of “I need a coffee break”-unscheduled breaks to allow self-regulation</li> <li>○ Offer workshops on Self-Care and Regulation as part of the Summer Series</li> <li>○ Attendance at Conferences as Professional Development Opportunities</li> </ul>	<p>Megan Lamb Ed. PO for each region Cameo Calhoun</p>	<p>June 2024</p>		<p>Ongoing</p>
<p>Provide more transition resources by sending new Kindergarten library and resources to sites, and coordinate Kindergarten site visits for Pre-K students exiting Head Start.</p>	<p>Cameo Calhoun Patricia Marshall Lopez Amanda Moore</p>	<p>July 2024</p>		<p>June 2025</p>

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Joint Back-Pack Project with Family Engagement	Laura Correa-DeAlmeida Coordinators			
EHS and Preschool teachers and Site Supervisors to attend joint trainings with a focus on “Young Children” using a developmental approach instead of separate sessions by age group. Continue to develop and provide additional training geared towards EHS.	Ed. Coordinators	August 2024		Ongoing
Use procedure on ASQ Developmental Screenings and review with staff: <ul style="list-style-type: none"> <li>○ During the initial home visit, after the ASQ results are shared, have parents sign that they received the results. Site Supervisors will review and collect completed paperwork from Teachers, and ensure documents are completed in a timely and accurate fashion.</li> <li>○ Follow-up is documented on the ASQ results page. Staple a copy of any resources provided to parents behind the ASQ packet. Document in the family contact.</li> <li>○ Provide topic-of-the-month training throughout the school year to be reviewed during the monthly site meetings. Topics will include an ASQ refresher training on when to refer a child.</li> </ul>	Ashlee Russell Patricia Marshall Lopez Elizabeth Tiffer Kazoua Yang	August 2024		Ongoing
Promote parent awareness of services provided by Intervention Specialists. During the initial home visit provide the name and number of the Intervention Specialist and an overview of what services they offer to parents.	Cameo Calhoun Intervention Specialists	Aug 2024		Ongoing
Provide Toddler Teaching Pyramid cohort to meet the increased need for EHS support	Cher Her Laura Moore Kelly Sprake Kazoua Yang	September 2024		June 2025

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Provide Second Step curriculum training.	Cameo Calhoun	April 2024		Ongoing
Hold Trauma Informed Care Community of Practice to promote Trauma-Informed Approach to working with children	Cameo Calhoun Cher Her Elizabeth Tiffer	September 2024		Ongoing
Homebase- train home visitors on the Parent Interactions with Children Checklist of Observations Linked to Outcomes (PICCOLO)	Education Coordinators- Home Base	March 24		
Education Coordinator to use the PICCOLO instrument to strengthen the home visitors' practice through self-reflection and to improve parent-child interactions.	Education Coordinators- Home Base	June 24-March 25		

***II. PARENT AND FAMILY AND COMMUNITY ENGAGEMENT***

By the end of PY 2025 move the Family Partnership process to the Family Partnership module in ChildPlus.	Manager Program Support, Family Engagement Program Officers	August 24-July 25		
Develop training on how to use the module on Family Partnerships and determine the frequency of updates to the module.	Manager Program Support, Family Engagement Program Officers	June-August 24		
Develop a monitoring system for supervisors to ensure that partnerships are being created updates are entered, resources are provided and follow-up is occurring.	Manager Program Support, Family Engagement Program Officers	June-August 24		
Develop a system to run routine management reports to ensure the system of engaging and creating partnerships with families is happening.	Manager Program Support, Family Engagement Program Officers	May-August 24		

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Use the SNIPS survey and the Parent Outcome survey to identify the needs, strengths, and interests of parents at the site level, and on a program level.	Manager Program Support, Family Engagement Program Officers	SNIPS survey August 24-Nov 24. Parent Outcomes Survey May 5-June 25		
Using the SNIPS Survey meet with FSWS and present their survey results to use the information to plan out site-level parent meetings and parent workshops	Manager Program Support, Family Engagement Program Officers Education Coordinator	Nov-Dec 24		
Use the SNIPS survey to create regional parent workshops based on survey results.	Manager Program Support, Family Engagement Program Officers Education Coordinator	Jan-Feb 25		

***III. HEALTH AND NUTRITION AND SAFE ENVIRONMENTS***

Create health training for both parents and staff that provides information on Head Start Program Performance Standards and the importance of preventive health care in partnership with consultants and community partners, as needed.	Health Coordinators	March 2024	Currently in development. The agency kicked off training at the Site Supervisor meeting on 3/15/24. Staff trained them on the importance of the prevention of communicable diseases by using daily health checks and reporting exposures.	
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<p>Increase understanding of systems and the importance of health requirements for parents and staff by incorporating information on policy and procedure, funding, and regulations.</p>	<p>Health Coordinators, QA Coordinator</p>	<p>February 2024</p>	<p>Currently in development. Unit completed the first quality assurance monitoring technical assistance and training project in February 2024 and plans to incorporate a similar process after MCQI reviews. Currently, the unit provides TA&amp;T during CACFP and USS reviews.</p>	
<p>Create equitable access to health services and resources to support the well-being of children by increasing translated materials and resources specific to supporting bilingual children that are not up-to-date.</p>	<p>Health Coordinator, Health Manager</p>	<p>June 2024</p>	<p>Planning to start in June.</p>	
<p>Teach the importance of monitoring health data, and programs and services in the areas of safe environments, mental health, general health, and nutrition.</p>	<p>Health Coordinator, Health/QA Manager and QA Coordinator</p>	<p>August 2024</p>	<p>The unit is currently doing monthly training on how to monitor health data but for the new program year, the unit plans to include information on how it relates to HS Performance Standards. Also, the unit did the first quality assurance monitoring technical assistance and training project in February 2024 and plans to incorporate a similar process after MCQI reviews. Currently, the unit provides TA&amp;T during CACFP and USS reviews.</p>	

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Develop and implement a more impactful/intentional monitoring, with fidelity and follow-up system for all MCQI reviews.	Quality Assurance (QA) Manager and QA Coordinator	August 2023	Currently in development. Unit is brainstorming ideas on how to incorporate fidelity into reviews. In June the unit plans to strengthen and/or create a follow-up/CAP system for all reviews conducted by the monitoring unit. The unit has developed an onboarding training schedule for new QA hires and will develop monitoring training before commencing review to establish fidelity amongst monitors.	
Center inspections/training for the facility team members on how to identify urgent and non-urgent but important Safe Environment issues	HS Manager Facilities Coordinator	March 2024	May 2024	
Unannounced center visits and time management follow-up of the facilities team	HS Manager Facilities Coordinator Program Specialist	March 2024	On-going	
During monthly facilities team meetings have staff bring forward ideas for center or warehouse processes that could be updated/ more efficient that they would like to take the lead on.	HS Manager	March 2024	Monthly	
Update/recreate the Disaster Preparedness Plan for SETA	HS Manager Program Specialist	April 2024	Weekly	

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***IV. ERSEA***

NOTE: This section must also address agency's **Enrollment Action Plan**

Using the QIN process, focus on attendance to implement a clear attendance policy to address chronic absenteeism.	QIN Committee	March - October 2024		
Adapt and update the Attendance Tool Kit to assist staff with resources for communicating the importance of attendance with families in the classroom and the home-based option.	Attendance Committee	July September 2024		
Partner with Code of America to increase the waitlist by 5% in all program options annually with families that are categorically eligible for Head Start services.	Program Support Manager ERSEA Program Officers	January 2024- July 2025		
Continue to develop training for Family Service Workers and Program Analysts on Head Start eligibility, enrollment requirements, and income calculations to increase accuracy in the application	ERSEA Program Officer Program Support Coordinator	July -August 2024		

***V. GOVERNANCE***

Recruitment and more parent outreach (PAC/PC Board)	Governance Coordinator, PAC, and PC Boards	Ongoing		
Increase communication and collaboration with other CFS units for continued engagement in PAC/PC activities and meetings	Governance Coordinator	Ongoing		
PAC/PC engagement in the overall SETA Male Involvement Program	Governance Coordinator, PAC, and PC Boards	Ongoing		

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<b><i>VI. FISCAL</i></b>				
Improving Policies and Procedures	Fiscal unit	Ongoing		
Improving inventory count procedures	Fiscal manager/Fiscal	March-April 2024		
ADP implementation (making it easier for staff to use)	Fiscal manager/Fiscal	Ongoing		
Delegate/Partner Training	Fiscal manager	Ongoing		
<b><i>VII. HUMAN RESOURCES</i></b>				
Large-scale supervisory training o Create a video version for new supervisory staff	HR Chief/HR Manager	Late April 2024	Scheduling training sessions for approximately 90 supervisory staff  June 2024 -Initial completion and ongoing afterward	
Implementation of ADP On-Boarding and Performance Module o Currently in the testing stage with both modules Create workgroup	HR manager/HR Chief	April -May 2024	Testing in July 2024 Rollout by August 2024	

## **ACTION ITEM II-C-2**

### **Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Application**

Presenter: Karen Griffith

#### RECOMMENDATION:

Approve the Program Year 2024-2025 Head Start and Early Head Start Refunding Applications.

#### BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2024-2025 Head Start/Early Head Start Refunding Application. The refunding application is for Year 1 of a 5-year funding cycle.

A detailed Program Narrative is attached under separate cover. A few highlights for 2024-2025 include:

#### ***Reduce the number of enrollment slots in Head Start and increase hours of service***

- Delegate Agencies San Juan Unified USD Head Start (176), Elk Grove USD (40), TRUSD (4) and the SETA Operated Program (180) will reduce a total of 400 Head Start enrollment slots. The reduction in enrollment slots in these three agencies will support program quality changes in the 2024-2025 program year.
- Expansion of Head Start full-day classes countywide from 85% to 90% (offering 6 to 9 hours/day)
- Increase of 40 enrollment slots from a traditional to a year-round calendar in the SETA-Operated Program

#### ***Increase in center-based Early Head Start services with an HS-EHS Conversion request***

- Proposed conversion of 74 Head Start enrollment slots to 42 Early Head Start enrollment slots
- Proposed transition of 14 slots of Home Base EHS to Center Based EHS
- Expansion of center-based care in Early Head Start classes from 63 to 70 classes

#### ***Support program quality improvements with additional health, mental health, and safety support that benefit staff, children, and families***

- Increased professional development and coaching opportunities for staff
- Reduced class sizes to increase individual attention and instruction, build stronger relationships and decrease staff burnout
- Additional positions that support Mental Health and Intervention
- Enhanced delegate support staff team that will have a more hands-on role in the day-to-day operations as well as overall compliance and service approaches at the delegates

**ACTION ITEM II-C-2 (continued)**

Page 2

***Total Funded Enrollment for 2024-2025***

<b>Agency</b>	<b>Funded Enrollment 2024-2025</b>	
	<b>Head Start</b>	<b>Early Head Start</b>
SETA Operated Program	1364	739
Elk Grove USD	440	-
Sacramento City USD	676	16
San Juan USD	712	166
Twin Rivers USD	156	56
WCIC	100	-
<b>Total</b>	<b>3448</b>	<b>977</b>

\* Includes a pending HS-EHS conversion of 74 Head Start enrollment slots to 42 EHS enrollment slots

Services for the 2024-2025 program year will commence on August 1, 2024. A detailed program narrative will be sent under separate cover. Budget details can be found in the Budget and Budget Justification narrative.

**ACTION ITEM II-C-3**

**Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Program Year 2024-2025 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$70,851,048.

**BACKGROUND:**

This agenda item provides an opportunity for the Governing Board to approve the 2024-2025 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2024-2025, including a conversion from Head Start to Early Head Start, are as follows:

Head Start Basic (3,448 children/families w/conversion)	\$ 51,092,452
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$ 51,619,661
Early Head Start Basic (977 children/families w/conversion)	\$ 18,951,324
Early Head Start Training and Technical Assistance	<u>\$ 280,063</u>
Sub-Total	\$ 19,231,387
<b>TOTAL</b>	<b><u>\$ 70,851,048</u></b>

A copy of the 2024-2025 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

**ACTION ITEM II-C-4**

**Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Head Start/Early Head Start countywide program options and center locations for the 2024-2025 program year.

**BACKGROUND:**

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2024-2025 Program Year.

A detailed list of the program options and center locations is attached.



## Program Options – Countywide 2024-2025

### Head Start

(Children age 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round					Traditional School Year			Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
<b>SETA</b>	80	220		340	220		20	24	120	40	180		120	<b>1,364</b>
<b>Elk Grove USD</b>						100				340				<b>440</b>
<b>Sac. City USD</b>			48				628							<b>676</b>
<b>San Juan USD</b>							712							<b>712</b>
<b>Twin Rivers USD</b>											156			<b>156</b>
<b>WCIC</b>												100		<b>100</b>
<b>TOTAL</b>	<b>80</b>	<b>220</b>	<b>48</b>	<b>340</b>	<b>220</b>	<b>100</b>	<b>2,008</b>	<b>24</b>	<b>120</b>	<b>380</b>	<b>336</b>	<b>100</b>	<b>120</b>	<b>3,448<sup>1</sup></b>

<sup>1</sup> Includes HS-EHS enrollment slot conversion (pending ACF approval)

### Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
<b>SETA</b>			18		246	126	200	<b>590</b>
<b>San Juan USD</b>		32		64			70	<b>166</b>
<b>Twin Rivers USD</b>	56							<b>56</b>
<b>Sac City USD</b>					16			<b>16</b>
<b>SCOE</b>							77	<b>77</b>
<b>ROCC</b>							72	<b>72</b>
<b>TOTAL</b>	<b>56</b>	<b>32</b>	<b>18</b>	<b>64</b>	<b>262</b>	<b>126</b>	<b>419</b>	<b>977<sup>1</sup></b>

<sup>1</sup> Includes pending HS-EHS conversion (pending ACF approval)

**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025**

**SETA OPERATED  
HEAD START PROGRAM  
Funded Enrollment:  
1544**

**Administrative Office:**

925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815  
(916) 263-3804

**16<sup>th</sup> Avenue**

4104 Martin Luther King Jr.  
Blvd.  
Sacramento, CA 95820

**Alder Grove ELC**

816 Revere Street  
Sacramento, CA 95818

**Bannon Creek**

2775 Millcreek Drive  
Sacramento, CA 95833

**Bret Harte**

2761 9th Avenue  
Sacramento, CA 95818

**Bright Beginnings**

10487 White Rock Road, P52  
Rancho Cordova, CA 95670

**Capital City**

7220 24<sup>th</sup> Street  
Sacramento, CA 95822

**Collis P Huntington**

5917 26th Street  
Sacramento, CA 95822

**Crossroad Gardens**

7322 Florinwood Drive  
Sacramento, CA 95823

**Dudley**

8000 Aztec Way  
Antelope, CA 95843

**Elkhorn**

5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Florin Grammar**

8383 Florin Road  
Sacramento, CA 95828

**Franklin**

6929 Franklin Blvd.  
Sacramento, CA 95823

**Freedom Park**

6015 Watt Avenue, Suite 5  
North Highlands, CA 95660

**Freepoint**

2118 Meadowview Drive  
Sacramento, CA 95832

**Fruitridge**

5746 40th Street  
Sacramento, CA 95824

**Galt**

615 2<sup>nd</sup> Street  
Galt, CA 95632

SETA Governing Board

**Grizzly Hollow**

805 Elk Hills Drive  
Galt, CA 95632

**Hillsdale**

5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Hopkins Park**

2317 Matson Drive  
Sacramento, CA 95822

**Job Corps**

3100 Meadowview Road  
Sacramento, CA 95832

**LaVerne Stewart**

5545 Sky Parkway  
Sacramento, CA 95823

**Marina Vista**

263 Seavey Circle  
Sacramento, CA 95818

**Mather**

10546 Peter A. McCuen Road  
Mather, CA 95655

**Nedra Court**

60 Nedra Court  
Sacramento, CA 95822

**Norma Johnson**

3265 Norwood Avenue  
Sacramento, CA 95838

**North Avenue**

1281 North Avenue  
Sacramento, CA 95838

**Northview**

2401 Northview Drive  
Sacramento, CA 95833

**Parker Avenue**

4516 Parker Avenue  
Sacramento, CA 95820

**Phoenix Park**

4400 Shining Star Drive  
Sacramento, CA 95823

**Sharon Neese**

925 Del Paso Blvd., Suite 300  
Sacramento, CA 95815

**Solid Foundation**

7505 Franklin Blvd.  
Sacramento, CA 95823

**Spinelli**

3401 Scotland Drive  
Antelope, CA 95843

**Strizek Park**

3829 Stephen Drive  
North Highlands, CA 95660

**Walnut Grove**

14273 River Road  
Walnut Grove, CA 95690

**SETA Home Base Program**

**ELK GROVE USD  
HEAD START  
Funded Enrollment:  
480**

**Administrative Office:**

9510 Elk Grove-Florin Rd.,  
Room 214  
Elk Grove, CA 95624  
(916) 686-7595

**Charles E. Mack Elementary**

4701 Brookfield Drive  
Sacramento, CA 95823

**David Reese Elementary**

7600 Lindale Drive  
Sacramento, CA 95828

**Foulks Ranch Elementary**

6211 Laguna Park Drive  
Elk Grove, CA 95758

**Florence Markofer  
Elementary**

9759 Tralee Way  
Elk Grove, CA 95624

**Florin Elementary**

7300 Kara Drive  
Sacramento, CA 95828

**Herman Leimbach  
Elementary**

8010 Grandstaff Drive  
Room B2  
Sacramento, CA 95823

**Irene B. West Elementary**

8625 Serio Way  
Elk Grove, CA 95758

**Isabelle Jackson  
Elementary**

8351 Cutler Way  
Sacramento, CA 95828

**James McKee Elementary**

8701 Halverson Drive  
Elk Grove, CA 95624

**John Reith**

8401 Valley Lark Drive  
Sacramento CA 95823

**Maeola Beitzel Elementary**

8140 Caymus Drive  
Sacramento CA 95829

**Miwok Village Elementary**

10070 Lousada Drive  
Elk Grove, CA 95757

**Pleasant Grove Elementary**

10160 Pleasant Grove School  
Road  
Elk Grove, CA 95624

**Prairie Elementary**

5251 Valley Hi Drive  
Sacramento, CA 95823

**Samuel Kennedy  
Elementary**

7037 Briggs Drive  
Sacramento, CA 95828

**Sierra Enterprise  
Elementary**

9115 Fruitridge Road  
Sacramento, CA 95826

**Stone Lake Elementary**

9673 Lakepoint Dr.  
Elk Grove, CA 95758

**Union House Elementary**

7850 Deer Creek Dr.  
Sacramento, CA 95823

**SACRAMENTO CITY USD  
HEAD START  
Funded Enrollment:  
676**

**Administrative Office:**

Serna Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824  
(916) 395-5500

**Abraham Lincoln**

3324 Glenmoor Drive  
Sacramento, CA 95827

**Bear Flag**

6620 Gloria Drive  
Sacramento, CA 95831

**Bowling Green - Chacon**

6807 Franklin Blvd.  
Sacramento, CA 95823

**Bowling Green - McCoy**

4211 Turnbridge Drive  
Sacramento, CA 95823

**Camelia**

6600 Cougar Drive  
Sacramento, CA 95828

**Earl Warren**

5420 Lowell Street  
Sacramento, CA 95820

**Edward Kemble**

7495 29th Street  
Sacramento, CA 95822

**Elder Creek**

7800 Lemon Hill Avenue  
Sacramento, CA 95824

**Ethel I. Baker**

5717 Laurine Way  
Sacramento, CA 95824

**Ethel Phillips**

2930 21st Avenue  
Sacramento, CA 95820

**Fr. Keith B. Kenny**

3525 Martin Luther King Jr.  
Blvd.  
Sacramento, CA 95817

**Golden Empire**

9045 Canberra Drive  
Sacramento, CA 95826

**H. W. Harkness  
Elementary**

2147 54th Avenue

**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025**

Sacramento, CA 95822

**Hiram Johnson**  
3535 65<sup>th</sup> Avenue  
Sacramento, CA 95820

**Isador Cohen Elementary**  
9025 Salmon Falls Drive  
Sacramento, CA 95826

**James W. Marshall**  
9525 Goethe Road  
Sacramento, CA 95827

**John Bidwell**  
1730 65<sup>th</sup> Avenue  
Sacramento, CA 95822

**John Cabrillo**  
1141 Seamas Avenue  
Sacramento, CA 95822

**John Sloat**  
7525 Candlewood Way  
Sacramento, CA 95822

**John Still**  
2200 John Still Drive  
Sacramento, CA 95832

**Leataata Floyd**  
401 McClatchy Way  
Sacramento, CA 95818

**Lisbon**  
7555 S. Land Park Drive  
Sacramento, CA 95831

**Mark Twain Elementary**  
4914 58<sup>th</sup> Street  
Sacramento, CA 95820

**Martin Luther King Jr.**  
480 Little River Way  
Sacramento, CA 95831

**Nicholas**  
6601 Steiner Drive  
Sacramento, CA 95823

**Oak Ridge Elementary**  
4501 Martin Luther King Jr.  
Blvd.  
Sacramento, CA 95820

**Pacific**  
6201 41<sup>st</sup> Street  
Sacramento, CA 95824

**Parkway**  
4720 Forest Parkway  
Sacramento, CA 95823

**Peter Burnett**  
6032 36<sup>th</sup> Avenue  
Sacramento, CA 95824

**Susan B. Anthony**  
7864 Detroit Blvd.  
Sacramento, CA 95832

**Washington**  
530 18<sup>th</sup> Street  
Sacramento, CA 95814

**Woodbine**  
2500 52<sup>nd</sup> Ave. SETA Governing Board

Sacramento, CA 95822

**SAN JUAN USD  
HEAD START  
Funded Enrollment:  
888**

**Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Arlington Heights**  
6401 Trenton Way  
Citrus Heights, CA 95621

**Choices Charter School**  
4425 Laurelwood Way  
Sacramento, CA 95864

**Cottage Elementary**  
2221 Morse Avenue  
Sacramento, CA 95825

**Coyle**  
6330 Coyle Avenue  
Carmichael, CA 95608

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821

**Encina**  
1400 Bell Street  
Sacramento, CA 95825

**Garfield**  
3700 Garfield Avenue  
Carmichael, CA 95608

**General Davie Jr. Center**  
1500 Dom Way  
Sacramento, CA 95864

**Grand Oaks**  
7901 Rosswood Dr.  
Citrus Heights, CA 95621

**Howe Elementary**  
2404 Howe Avenue  
Sacramento, CA 95825

**Kingswood Elementary**  
5700 Primrose Drive  
Citrus Heights, CA 95610

**Lichen Elementary**  
8319 Lichen Drive  
Citrus Heights, CA 95621

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Pasadena Elementary**  
4330 Pasadena Avenue  
Sacramento, CA 95821

**Ralph Richardson  
Elementary**  
4848 Cottage Way  
Carmichael, CA 95608

**Skycrest Elementary**  
5641 Mariposa Ave.  
Citrus Heights, CA 95610

**Sunrise Elementary**  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610

**TWIN RIVERS USD  
HEAD START  
Funded Enrollment:  
160**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 566-3485

**Morey Avenue School**  
155 Morey Avenue  
Sacramento, CA 95838

**Oakdale Preschool Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Preschool Center**  
631 L Street  
Rio Linda, CA 95673

**Village Preschool Center**  
6845 Larchmont Drive  
North Highlands, CA 95660

**WOMEN'S CIVIC  
IMPROVEMENT CLUB  
HEAD START  
Funded Enrollment:  
100**

**Administrative Office:**  
W.C.I.C./  
3555 3<sup>rd</sup> Avenue  
Sacramento, CA 95817  
(916) 457-8661

**Playmate #1**  
3930 8<sup>th</sup> Avenue  
Sacramento, CA 95817

**Playmate #2**  
3555 3<sup>rd</sup> Avenue  
Sacramento, CA 95817

**SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2024-2025**

**SETA OPERATED  
EARLY HEAD START  
Funded enrollment:  
699**

**SETA Early Head Start  
Administrative Office:**  
925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815  
(916) 263-3804

**16<sup>th</sup> Avenue**  
4104 Martin Luther King Jr  
Blvd.  
Sacramento, CA 95820

**Alder Grove I/T**  
2640 A/B Muir Way  
Sacramento, CA 95818

**Bret Harte**  
2761 9th Avenue  
Sacramento, CA 95818

**Capital City**  
7220 24th Street  
Sacramento, CA 95822

**Collis P Huntington**  
5917 26th Street  
Sacramento, CA 95822

**Crossroad Gardens**  
7322 Florinwood Drive  
Sacramento, CA 95823

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Florin Grammar**  
8383 Florin Road  
Sacramento, CA 95828

**Freedom Park**  
6015 Watt Avenue, Suite 5  
North Highlands, CA 95660

**Galt**  
615 2<sup>nd</sup> Street  
Galt, CA 95632

**Grizzly Hollow**  
805 Elk Hills Drive  
Galt, CA 95632

**Hillsdale**  
5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

**Hopkins Park**  
2317 Matson Drive  
Sacramento, CA 95822

**Job Corps**  
3100 Meadowview Road  
Sacramento, CA 95832

**Marina Vista**  
263 Seavey Circle  
Sacramento, CA 95818

**Mather**  
10546 Peter A. McCuen Road  
Mather, CA 95655  
**Norma Johnson**  
3265 Norwood Avenue  
Sacramento, CA 95838

**North Avenue**  
1281 North Avenue  
Sacramento, CA 95838

**Northview**  
2401 Northview Drive  
Sacramento, CA 95833

**Phoenix Park**  
4400 Shining Star Drive  
Sacramento, CA 95823

**Sharon Neese**  
925 Del Paso Blvd., Suite 300  
Sacramento, CA 95815

**Walnut Grove**  
14273 River Road  
Walnut Grove, CA 95690

**SETA/SCOE/ROCC EHS  
Home Base**

**SAN JUAN USD  
EARLY HEAD START  
Funded Enrollment:  
164**

**San Juan USD  
Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Encina Infant/Toddler  
Center**  
1400 Bell Street  
Sacramento, CA 95825

**Fair Oaks Infant/Toddler  
Center**  
10700 Fair Oaks Blvd.  
Fair Oaks, CA 95628

**General Davie Jr. Center**  
1500 Dom Way  
Sacramento, CA 95864

**Marvin Marshall Toddler  
Center**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**SJUSD EHS Home Base**

**TWIN RIVERS USD  
EARLY HEAD START  
Funded Enrollment:  
56**

**Administrative Office:**  
155 Morey Avenue  
Sacramento, CA 95838  
(916) 566-3485

**Morey Avenue School**  
155 Morey Avenue  
Sacramento, CA 95838

**Oakdale Early Learning  
Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Early Learning  
Center**  
631 I Street  
Rio Linda, CA 95673

**Village Early Learning  
Center**  
6845 Larchmont Drive  
North Highlands, CA 95660

**SACRAMENTO CITY USD  
HEAD START  
Funded Enrollment:  
16**

**American Legion**  
3801 Broadway  
Sacramento, CA 95817

**Elder Creek**  
7800 Lemon Hill Avenue  
Sacramento, CA 95824

**ACTION ITEM II-C-5**

**Approval of 2024-2025 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Program Year 2024-2025 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

**BACKGROUND:**

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2023-2024 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$527,209 for Head Start and \$280,063 for Early Head Start.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met several times, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Governance/ Family Engagement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan is attached.

# TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

## **PHILOSOPHY**

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensure that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

## **PLANNING PROCESS**

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees, which include staff, parents and countywide content coordinators, update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.

## **APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT**

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2024-2025 reflect the combined needs identified and prioritized by parents on the Refunding Grant Application Planning Committee and parents on the Budget/Planning Review Committee. The resulting goals established in the 2024-2025 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP and ERSEA reports.

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

A systematic approach was taken to ensure that our 2024-2025 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five-Year Goals and Objectives, and the Self-Assessment Action Plan. Items, which were modified on the current T/TA to support specific PIP goals, are denoted with an asterisk \*.

### **OUTCOMES AND TIMETABLES**

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2024-2025

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; SA= Self-Assessment Program Improvement Plan; BP=Best Practice,

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
<b>Child Services and Consultants</b>							
<b>A. Consultants</b>							
The program will use consultants as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 24/25	\$8,000	\$2,500	BP
<b>Parent Services</b>							
<b>A. Parent Opportunities</b>							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2024-July 2025	\$6,000		BP
Parent Workshops and Training	HS/EHS parents	Content area experts	. Parents will be offered a variety of workshops on topics they have requested including: Accessing Services for Children with Exceptional Needs, Financial Literacy and rent law, Toastmasters, and Mental Health/Trauma workshops	August 2024-ongoing	\$4,000	\$1,000	G/O



**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Parent Training on Disaster Preparedness	PAC/PC Members	Content Area Experts from the Community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from Fire Department, County Health, Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies		\$500		BP
Ready Rosie Family Literacy Events	HS/EHS Parents	Education Coordinator and HS staff	4- parent events will be offered around the ReadyRosie parenting curriculum and opportunities to engage in projects that reinforce literacy development in children birth-5 years old	October 2024 February 2024 April 2025 July 2025	\$5,000	\$1,000	G/O
Male Involvement Program	HS/EHS parents	Education Coordinator and Experts from the Community	Bi-monthly male involvement events will be planned to encourage participation of male/male identified family members and their children.	August 2024- July 2025	\$6,000	\$1,000	G/O
PAC/PC Council	PAC and PC Members	Various Representatives from the Community	PAC/PC members will have the opportunity to enhance and broaden their leadership skills.	October 2024-July 2025	\$3,000	\$1,000	BP
Family Literacy Project	HS/EHS Staff	Book Companies and HS Staff	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and	August 2024- Julu 2025	\$33,000	\$8,000	BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation				
<b>Improve Management Systems and compliance with Head Start Performance Standards</b>							
<b>Staff Support and Professional Development</b>							
Mentor/Coach Training	Mentor Coaches	HS Program Officers Consultants	Mentor/Coaches will learn Continuous Improvement Cycle of, Inquiry, Growth Mindset and strength-based coaching to support all programs and staff.	August 2024- July 2025	\$4,000	\$1,000	SA- G/O
Coaching Companion	Education Coordinators and Mentor Coaches	SETA Staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants	August 2024- July 2024	\$3,000		BP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	August 2024- July 2025	\$3,000	\$1,000	BP
Countywide Home Visiting Conference	HS/EHS Staff	Home Base Education Coordinators	Countywide training Opportunity for best Home Visiting Practices	October 2024	\$3000	\$1000	BP
Motivational Interviewing	Family Service	Consultant	Staff will learn the	August 2024-	\$6,000	\$1,000	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
	Workers and Delegate Home based staff		fundamentals of motivational interviewing. Motivational interviewing techniques will give the staff the skills to form relationship-based partnerships in order to facilitate the empowerment of families to make changes	July 2025			
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching, and share resources.	August 2024- July 2025	\$1,000		SA and G/O
Improve Family and Community Partnership Relationships	Program Officers, FSWS	Program Officers and Coordinators	Staff will improve their documentation skills and obtain a clearer understanding of the FPS process and the alignment to the PFCE Framework.	August 2024- July 2025	\$1,000	\$500	G/O SA
<b>Training and Staff Development</b>							
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2024- July 2025	\$28,500		M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices	To be determined	\$9,000		BP & G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			continue in the area of social/emotional support for HS children.				
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.	To be determined	\$15,000	\$1,000	BP & SA
Trauma Responsive Training and Self-Care	HS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children’s learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children. Improve knowledge of how self-care strategies for staff will improve the incidents of challenging behavior in the classroom.	August, 2024-July 2025	\$6,000	\$1,000	SA
Curriculum Focus on	HS Staff	SETA Staff	Staff will be given an	August 2024-	\$4,000	\$1,000	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
STEM			opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	July 2025			
Socialization Training	HS/EHS home based staff and delegate staff	Gina Cook-Consultant	Staff will deepen their understanding of the importance of socializations in the homebased program and learn ways to increase attendance and participation.	October 2024	\$9,000	\$1,000	GO
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	March 2023	\$6,000	\$1,000	SA
Family Development Credential	FSW and Home Visitors	Consultants	Countywide staff will be given the opportunity to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies.	October 2024- July 2025	\$8,000		BP
Early Childhood Education Class	HS/EHS Staff	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education	August 2024	\$6,000	\$2,000	BP & SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for AT vacancies.				
Career Incentive Plan	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2024- July 2025	\$18,000	\$4,000	BP /SA
Nutrition Activities	HS/EHS Staff and children	Coordinator and Local Nutrition Agency	Staff will have opportunities to incorporate cooking activities and nutrition activities into monthly curriculum projects. Gives children the opportunity to prepare and eat healthy snacks and learn about the benefits of eating from the rainbow,	August 2024- July 2025	\$3,000	\$1,000	BP
Safety and Supervision Training	HS/EHS Staff	HS Program Officers Consultants	Consultants and HS staff will be used to implement enhanced safety and supervision training for SETA staff and Delegate agency staff. This will be used to also include	August 2024- July 2025	\$10,000	\$2,500	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			classroom materials.				
<b>Delegate Support Services</b>							
Delegate/Partner Support Services	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the grantee and delegate and partner agencies. The grantee may also host its annual Delegate Kick-off meeting.	November 2024	\$7,000		BP
Delegate Support for Conferences	Delegate Staff	Regional Workshops	Delegate and partners will be supported in sending staff to identified conferences including: PAT, NHSA Family Engagement, Region 9 Family Engagement	August 2024- July 2025	\$9,000	\$3,000	BP
Delegate T/TA and Enhanced Monitoring	Delegate Staff	HS Managers, Coordinators and QA Staff	Identified SETA will work with delegate staff to ensure that systems are up-to-date and policies and procedures are being monitored	August 2024- July 2025	No Cost		BP
<b>Subtotal</b>					<b>\$225,000</b>	<b>\$36,500</b>	
Personnel Fringe Benefits	Countywide Training and Technical	Content Coordinators and Specialists	Grantee staff provides ongoing training and technical assistance to SETA	August 2024- July 2025	\$124,056 \$70,238	\$119,820 \$71,619	

**TRAINING AND TECHNICAL ASSISTANCE PLAN  
2024-2025**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes	
					HS	EHS		
	Assistance Support		Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program improvement opportunities.					
TOTAL for SETA Operated Program						<b>\$419,294</b>	<b>\$227,939</b>	





# Sacramento County Head Start & Early Head Start 5 Year Goals and Objectives 2025-2029

## Goal #1- School Readiness

Increase child outcomes by developing and strengthening social emotional competencies, family partnerships, and staff development.

- Increase quality and child outcomes through high fidelity in Creative Curriculum
- Develop systems to implement effective Trauma Informed Care strategies for children and families.
- Adapt systems that support best inclusion practices for children with IEPs, IFSPs, and those needing additional intervention response.
- Increase the understanding and implementation of CLASS strategies through small group training and individualized coaching.

## Goal #2- Health and Safety

Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

- Create equitable access to health services and resources to support the well-being of children by increasing translated materials specific to supporting bilingual children who are not up-to-date.
- Increase access to preventative health care services through expanded community partnerships.
- Develop and implement a more impactful/intentional monitoring and follow-up system to address health inequities.
- Develop and implement training and technical assistance to support staff knowledge and skill in writing Unusual Incident and Child Abuse reports.

### **Goal #3- Family and Community Engagement**

Support relationship-based family engagement that is culturally responsive, reflective and goal-oriented that helps build partnerships with families and provide increased opportunities for community building and participation within the program.

- Increase parent engagement activities/workshops around Literacy and STEAM (Science, Technology, Engineering, Arts and Math) Knowledge
- Develop and implement a robust male Involvement program in HS/EHS.
- Use the SNIPS Survey and the Parent Outcome Survey to develop and target site/region specific requests from parents around needs/strengths/interests

### **Goal #4- Enrollment**

Increase and maintain enrollment at 100% throughout the program year by engaging stakeholders, designing responsive program models and utilizing effective recruitment strategies.

- Develop systems to ensure full enrollment by engaging stakeholders and utilizing effective recruitment strategies to increase Head Start visibility.
- Monitor weekly enrollment in the SETA Operated program, achieving 97% or higher of enrollment within 30 days of the program year.
- Monitor Delegate monthly enrollment

## **ACTION ITEM II-C-6**

### **Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs**

Presenter: Karen Griffith

#### RECOMMENDATION:

Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

#### BACKGROUND:

On an annual basis the Governing Board is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In February 2024, a team of countywide Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) stakeholders and parents met to review and update the Head Start (preschool) Selection Criteria and the Early Head Start (infants/toddlers/pregnant women) Selection Criteria. As a result, the following changes are recommended:

For the **Head Start** Selection Criteria, "*Transitioning Early Head Start child who meets the federal income guidelines*" was moved from priority ranking #2 to priority ranking #3. Also, "*3<sup>rd</sup> year enrollment within Sacramento County*" was added as priority ranking #2 for continuity of care. This resulted in re-numbering the remainder of priority categories. There were font and formatting changes.

For the **Early Head Start** Selection Criteria, there are no changes to the Priority rankings. There were font and formatting changes.

A redline and clean copy of each Selection Criteria are attached for review.

Staff will be available to answer questions.

**EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY**

**EARLY HEAD START SELECTION CRITERIA:  
SACRAMENTO COUNTY**

**INSTRUCTIONS** Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs. Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

*The Early Head Start program can consider individual child and family needs*

- Transfer Early Head Start child within Sacramento County with documentation. (copy of Application and Eligibility Verification Form must be attached to wait list)
- Transfer homeless child or child in foster care from outside of Sacramento County\* (Now living in Sacramento County)
- Family with a child birth to 36 months of age with a current IFSP. (up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- A previously enrolled child (who dropped on good standing) ~~was~~ who requests to return to original agency within 60 days.
- Pregnant woman/parent/guardian with a child birth to 12 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- Pregnant woman/parent/guardian with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- Pregnant woman/parent/guardian with a child birth to 12 months of age.
- Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Revised April 2020/19

Child's Name: \_\_\_\_\_

Revised April 2019

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**EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY**

*Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines*

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# EARLY HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

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**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

- For #1-8, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #9-12, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs. Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

*The Early Head Start program can consider individual child and family needs*

- \_\_\_\_\_ 1. Transfer Early Head Start child within Sacramento County with documentation.  
(copy of Application and Eligibility Verification Form must be attached to wait list)
- \_\_\_\_\_ 2. Transfer homeless child or child in foster care from outside of Sacramento County\*  
\*(Now living in Sacramento County)
- \_\_\_\_\_ 3. Family with a child birth to 36 months of age with a current IFSP.  
(up to 10% may exceed Federal Income Guidelines) (waiver necessary)
- \_\_\_\_\_ 4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days.
- \_\_\_\_\_ 5. Pregnant woman/parent/guardian with a child birth to 12 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- \_\_\_\_\_ 6. Pregnant woman/parent/guardian with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
  - Abuse (physical, substance, sexual & emotional)
  - High Risk Pregnancy (includes moms >35 or <18)
  - Death of a parent/guardian, sibling
  - Parent with developmental delay or other disabling condition
  - Teen Parent
  - Homelessness
  - Foster care
  - CPS
- \_\_\_\_\_ 7. Pregnant woman/parent/guardian with a child birth to 12 months of age.
- \_\_\_\_\_ 8. Pregnant woman/parent/guardian with a child 13 to 36 months of age.
- \_\_\_\_\_ 9. Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 11. Pregnant woman/parent/guardian with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- \_\_\_\_\_ 12. Pregnant woman/parent/guardian with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Child’s Name: \_\_\_\_\_

## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instruction:** ~~6:~~ ~~Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.~~

- ~~Within the same priority ranking, selection is based on the application received first.~~
- ~~▪ If applications are received on the same date, the oldest child will be selected.~~
- ~~▪ Each delegate/grantee agency has the option to determine transfer criteria within its own program.~~
- ~~▪ All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.~~
- ~~▪ For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.~~

- ~~\_\_\_\_\_ 1. 2<sup>nd</sup> year enrollment within Sacramento County.~~
- ~~\_\_\_\_\_ 2. 3<sup>rd</sup> year enrollment within Sacramento County.~~
- ~~\_\_\_\_\_ ~~23.~~ Transition from Early Head Start whose family meets Federal Income Guidelines.~~
- ~~\_\_\_\_\_ 4. Transition from Early Head Start whose family exceeds Federal Income Guidelines (waiver necessary).~~
- ~~\_\_\_\_\_ ~~35.~~ Transfer Head Start child to the same or another Sacramento Head Start agency.~~
- ~~\_\_\_\_\_ 46. Transfer Homeless child or child in foster care from outside of Sacramento County.\*County.\*  
\* (Now living in Sacramento County)~~
- ~~\_\_\_\_\_ ~~57.~~ Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)~~
- ~~\_\_\_\_\_ ~~68.~~ A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.~~
- ~~\_\_\_\_\_ ~~79.~~ 4-year-old child whose family meets Federal Income Guidelines.~~
- ~~\_\_\_\_\_ ~~810.~~ Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 
  - abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)~~
- ~~\_\_\_\_\_ ~~911.~~ 3-year-old child whose family meets Federal Income Guidelines.~~
- ~~\_\_\_\_\_ ~~1012.~~ 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~
- ~~\_\_\_\_\_ ~~1113.~~ 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~
- ~~\_\_\_\_\_ ~~1214.~~ 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).~~
- ~~\_\_\_\_\_ ~~1315.~~ 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).~~

~~Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines~~

~~Revised: 4/19; 4/24~~

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**HEAD START SELECTION CRITERIA SACRAMENTO COUNTY**

~~Revised April 2019~~ Child Name: \_\_\_\_\_

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*Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines*

~~Revised: 4/19; 4/24~~



## HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

**Instructions:** Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

**The following criteria is to be used when prioritizing Waiting Lists for enrollment:**

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- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- \_\_\_\_\_ 1. 2<sup>nd</sup> year enrollment within Sacramento County.
- \_\_\_\_\_ 2. 3<sup>rd</sup> year enrollment within Sacramento County.
- \_\_\_\_\_ 3. Transition from Early Head Start whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 4. Transition from Early Head Start whose family exceeds Federal Income Guidelines (waiver necessary).
- \_\_\_\_\_ 5. Transfer Head Start child to the same or another Sacramento Head Start agency.
- \_\_\_\_\_ 6. Transfer Homeless child or child in foster care from outside of Sacramento County. \*  
\* (Now living in Sacramento County)
- \_\_\_\_\_ 7. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
- \_\_\_\_\_ 8. A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 9. 4-year-old child whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 10. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
- abuse (physical, substance, sexual & emotional abuse)
  - homeless
  - foster child (age 5 or under)
  - death of a parent/guardian, sibling
  - other special circumstances (which shall include a child with diagnosed disability (s)).
  - Foster youth with a child (AB 12)
- \_\_\_\_\_ 11. 3-year-old child whose family meets Federal Income Guidelines.
- \_\_\_\_\_ 12. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 13. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- \_\_\_\_\_ 14. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).
- \_\_\_\_\_ 15. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary).

Child Name: \_\_\_\_\_

**INFORMATION ITEM III-A**  
**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 April 12, 2024

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Elk Grove	9	Account Clerk I -Fiscal Operations Unit	2
	9	Associate Planner	1
	9	Budget Manager	1
	9	Cache Logistics Coordinator	1
	9	Code Enforcement Manager	1
	9	Dispatcher	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	Police Officer	1
	9	Police Recruit	1
	9	Program Manager -Youth Development Program Manager	1
	3	Public Works Inspector I/II	10
	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	
9	Veterinarian	10	
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	10
	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	Aquatics Specialist	1

# SETA- Employer Activity Report

The following is an update of information as of April 12, 2024

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions	
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>				
City of Sacramento	9	Assistant Camp Caretaker	1	
	9	Assistant Camp Chef	1	
	3	Assistant Civil Engineer	3	
	9	Assistant Director of Public Safety Accountability	1	
	9	Assistant Engineer/Associate Engineer	1	
	9	Assistant Pool Manager	1	
	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 Representative	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	2
	7		Dispatcher II	2
	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	

# SETA- Employer Activity Report

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EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	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
	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	2
	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 Lot Attendant	1
	9	Park Maintenance Worker II	1
	9	Parking Enforcement Officer	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	

# SETA- Employer Activity Report

The following is an update of information as of April 12, 2024

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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City of Sacramento	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
	9	Senior Accounting Technician	1
	9	Senior Administrative Assistant	1
	9	Senior Council Representative -Chief of Staff- District 3	1
	9	Senior Deputy City Attorney	1
	3	Senior Engineer	1
	7	Senior Information Technology Support Specialist	1
	9	Senior Landscape Architect	1
	9	Senior Lifeguard	2
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	2
	9	Senior Staff Assistant	1
	9	Senior Station Engineer	1
	9	Stores Clerk II	1
	3	Street Construction Equipment Operator	1
	9	Structural Maintenance Supervisor	1
	9	Student Intern	2
	9	Student Trainee Police Department	1
	9	Student Trainee-Police Department	1
	3	Supervising Building Inspector	1
	7	Systems Engineer-IT Operations	1
	9	Traffic Control and Lighting Technician Trainee	1
	9	Traffic Worker II	1
	9	Utilities Operations and Maintenance Superintendent	1
9	Youth Aide	1	

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County of Sacramento	3	Associate Engineer/Architect	1
	9	Building Project Coordinator I	1
	3	Carpenter	1
	9	Chief, Public Health Laboratory Services	1
	9	Criminalist I-IV-Firearms and Tool Mark Examiner	1
	9	Custodian Level I/II	1
	9	Environmental Legislative and Regulatory Affairs Manager	1
	9	Human Resources Manager III	1
	3	Principal Construction Inspector	1
	9	Senior Personnel Analyst	1
Franchise Tax Board	9	Tax Technician	1
GAT Airline Ground Support	9	Airport Ramp Agent	15
HP Hood LLC	9	Maintenance Engineer	1
Kaiser Permanente	6	Environmental Specialist	6
Los Rios Community College	4	Account Clerk I	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant III	1
	4	American Sign Language /Deaf Studies Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor (Studio Art)	1
	4	Clerk II	1
	4	Clerk III	2
	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	Design & Digital Media (Animation and Game Design Adjunct Assistant Professor	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	

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Los Rios Community College	4	Drafting-CADD Adjunct Assistant Professor	1
	4	Early Childhood Education Adjunct Assistant Professor Pool	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	Graphic Designer	2
	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 - Foreign Language	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	



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Los Rios Community College	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	Men's Cross Country/Track and Field Head Adjunct Coach	1
	4	Mental Health Clinician Supervisor	4
	4	Music Adjunct Assistant Professor Pool	1
	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	Programmer II	1
	4	Public Relations Technician	1
	4	Real Estate Adjunct Assistant Professor Pool	1
	4	Recruit Training Officer	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	Solar/Energy Technology 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	

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Los Rios Community College	4	Special Project - Kondos Gallery Lead	1
	4	Student Support Assistant	1
	4	Special Projects - Test Proctor	1
	4	Special Projects - Virtual Reality Lab Assistant	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
	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 Adjunct Assistant Professor	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	
4	Welding 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	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	

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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	Head Start 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	6
	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
TNT Fireworks, Inc.	9	Seasonal/Summer Fireworks Stand Set Up Crew	1
	9	Seasonal/Summer Warehouse Associate	1
Western Range	9	Range Lamber	9
<b>Total</b>			<b>458</b>

**INFORMATION ITEM III-B**  
**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 April 12, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Sacramento Self Help Housing</b> 1010 Hurley Way Ste. 500 Sacramento, CA 95825	Social Services	6/21/2023	Permanent	168	Sacramento, CA	Yes	Yes
<b>Patriot Transport</b> 860 National Dr. Ste. 100 Sacramento, CA 95834	Transportation	7/2/2023	Permanent	7	Sacramento, CA	Yes	Yes
<b>YRC Inc. dba YRC Freight</b> 3210 52nd Avenue Sacramento, CA 95823	Transportation	7/30/2023	Permanent	60	Sacramento, CA	Yes	Yes
<b>SK hynix NAND Product Solutions Corp. dba Solidigm</b> 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	8/15/2023	Permanent	98	Sacramento, CA	Yes	Yes
<b>Intel Corporation</b> 1900 Prairie City Dr. Folsom, CA 95630	Electronics	8/31/2023	Permanent	89	Sacramento, CA	Yes	Yes
<b>Peet's Coffee</b> 3100 Folsom Blvd Sacramento, CA 95814	Food and Beverage	8/31/2023	Permanent	8	Sacramento, CA	No	Yes
<b>MTT Collective</b> 307 Riley St. Folsom, CA 95630	Retail	9/1/2023	Permanent	2	Folsom, CA	Yes	Yes
<b>Chando's Taco's</b> 7084 Auburn Blvd Citrus Heights, CA 95621	Food and Beverage	9/1/2023	Permanent	9	Citrus Heights, CA	No	Yes
<b>Fuqua Physical Therapy</b> 6560 Greenback Ln Citrus Heights, CA 95621	Healthcare	9/17/2023	Temporary Fire	8	Citrus Heights, CA	Yes	Yes
<b>99 Cents Only Store</b> 6431 Fair Oaks Blvd Carmichael, CA 95608	Grocery/retail	9/29/2023	Permanent	12	Carmichael, CA	No	Yes
<b>Escape Folsom</b> 727 Traders Ln Folsom, CA 95630	Entertainment/Food Beverage	9/29/2023	Permanent	12	Folsom, CA	No	Yes
<b>Luck Dog Bakery</b> 722 Traders Ln Folsom, CA 95630	Specialty Retail	9/29/2023	Permanent	1	Folsom, CA	No	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
<b>Foundations for California Community Colleges</b> 1102 Q St. Ste. 4800 Sacramento, CA 95811	Education	9/29/2023	Permanent	259	Sacramento, CA	Yes	No
<b>Ericsson Inc.</b> 4119 S. Market Ct. Bldg. A, Suite 20 Sacramento, CA 95834	Telecommunications	9/29/2023	Permanent	94	Sacramento, CA	Yes	Yes
<b>Gold Country Run &amp; Sport</b> 7610 Folsom Auburn Rd. Ste #160 Folsom, CA 95630	Retail	9/30/2023	Permanent	4	Folsom, CA	Yes	Yes
<b>Centerra</b> 501 I Street, Suite 5600 Sacramento, CA 95814	Security	9/30/2023	Permanent	33	Sacramento, CA	Yes	Yes
<b>Sunrun</b> 1172 W. National Dr. Ste. 50 Sacramento, CA 95834	Energy	10/2/2023	Permanent	50	Sacramento, CA	Yes	Yes
<b>Carbon Health</b> 2100 Franklin St Ste. 355 Oakland, CA 94612 (3 Sac County Locations)	Healthcare	10/9/2023	Permanent	3	Sacramento, CA	Yes	Yes
<b>Cygnus Home Service, LLC dba Yelloh</b> 999 Kent Street Elk Grove, CA95625	Food Delivery	10/20/2023	Permanent	8	Elk Grove, CA	Yes	Yes
<b>Boston Pizza &amp; Sports Bar</b> 5511 Sunrise Blvd Citrus Heights, CA 95610	Food and Beverage	11/30/2023	Permanent	42	Citrus Heights, CA	Yes	Yes
<b>Matheson Flight Extenders</b> 7531 Metro Air Parkway Sacramento, CA 95837	Transportation	12/5/2023	Permanent	124	Sacramento, CA	Yes	Yes
<b>Arden Hills County Club, Inc.</b> 1220 Arden Hills Lane Sacramento, CA 95864	Resort	12/12/2023	Permanent	33	Sacramento, CA	Yes	Yes
<b>SK hynix NAND Product Solutions Corp. dba Solidigm</b> 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
<b>Intel Corporation</b> 1900 Prairie City Road Folsom, CA 95630	Electronics	12/31/2023	Permanent	235	Sacramento, CA	Yes	Yes
<b>Blue Shield of California</b> 3300 Zinfandel Drive Building B Rancho Cordova, CA 95670	Healthcare	1/23/2024	Permanent	20	Rancho Cordova, CA	Yes	Yes
<b>Rite Aid</b> 10570 Twin Cities Rd. Galt, CA 95632	Retail	12/6/2023	Permanent	15	Galt, CA	Yes	Yes
<b>Rite Aid</b> 4980 Freeport Blvd. Sacramento, CA 95822	Retail	12/21/2023	Permanent	10	Sacramento, CA	Yes	Yes
<b>Lost Boys Interactive</b> 6417 Normandy Ln, Ste 201 Madison, WI 53719	Software Gaming	3/15/2024	Permanent	1 (75)	Sacramento, CA		Yes
<b>Matheson Postal Services</b> 9785 Goeth Road Sacramento, CA 95827	Transportation	1/31/2024	Permanent	28	Sacramento, CA	Yes	Yes
<b>CalPac Pizzall, LLC</b> 9015 Bruceville Road Elk Grove, CA 95758	Food and Beverage	2/12/2024	Permanent	4	Sacramento, CA	Yes	Yes
<b>Delta Dental</b> 11185 International Dr Rancho Cordova, CA 95670	Healthcare	5/17/2024	Permanent	37	Rancho Cordova, CA	Yes	Yes
<b>Parker Hannifin Corp BWF Division</b> 8314 Tiogawoods Dr Sacramento, CA 95828	Technology	4/1/2024	Permanent	8	Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 7211 Elk Grove Blvd. Elk Grove, CA 9578	Retail	4/17/2024	Permanent	20	Sacramento, CA	No	Yes
<b>Rite Aid</b> 5610 Stockton Blvd. Sacramento, CA 95824	Retail	4/17/2024	Permanent	20	Sacramento, CA	No	Yes

### Dislocated Worker Information PY 2023/2024

The following is an update of information as of April 12, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>99 Cents Only Store</b> 4440 Florin Rd Sacramento, CA 95823	Retail	6/3/2024	Permanent	40	Sacramento, CA	Yes	Yes
<b>99 Cents Only Store</b> 2224 El Camino Ave Sacramento, CA 95821	Retail	6/3/2024	Permanent	50	Sacramento, CA	Yes	Yes
<b>99 Cents Only Store</b> 2351 Northgate Blvd. Sacramento, CA 95833	Retail	6/3/2024	Permanent	39	Sacramento, CA	Yes	Yes
				<b>1,822</b>			



**INFORMATION ITEM III-C**

**Unemployment Update/Press Release from the Employment Development Department**

Presenter: Roy Kim

**BACKGROUND:**

The unemployment rate for the Sacramento MSA for the month of February was 5.2%.

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.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
 Labor Market Information Division  
 2901 50<sup>th</sup> Street  
 Sacramento, CA 95817

Contact: Cara Welch  
 (916) 530-1700

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

**Private education and health services led the region in month-over and year-over job growth**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in February 2024, unchanged from a revised 5.2 percent in January 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.2 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 6.3 percent in Yolo County.

**Between January 2024 and February 2024**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 7,400 to total 1,096,600 jobs.

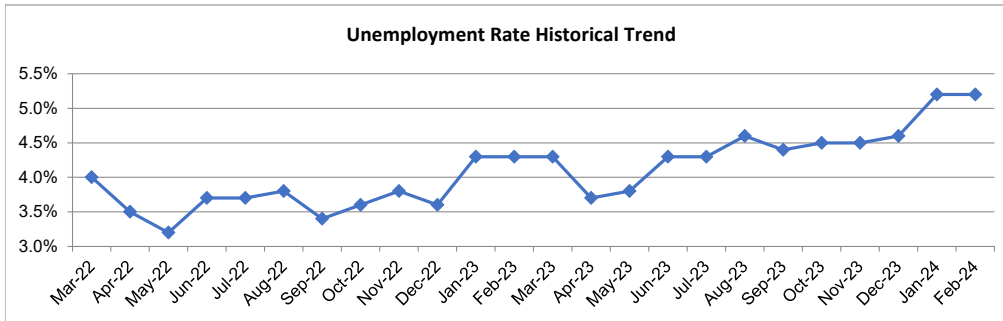
- Private education and health services employment rose by 3,300 jobs in February. Healthcare and social assistance (up 2,600 jobs) accounted for 79 percent of the growth. Private educational services grew by 700 jobs.
- Over the month, professional and business services rose by 2,800 jobs after shedding 1,700 jobs in January. Within the industry sector, administrative and support and waste services added 1,900 jobs while professional, scientific, and technical services picked up 900 jobs. Management of companies and enterprises remained unchanged.
- Construction payrolls increased in February with a gain of 1,400 jobs. Specialty trade contractors (up 1,600 jobs) was responsible for the gain.
- On the downside, trade, transportation, and utilities experienced a normal seasonal decline with the loss of 2,100 jobs. Employment reductions were reported in transportation, warehousing, and utilities (down 1,300 jobs) and retail trade (down 900 jobs). These losses were offset by a slight gain in wholesale trade (up 100 jobs).

**Between February 2023 and February 2024**, total jobs in the region increased by 30,500 or 2.9 percent.

- Over the year, private education and health services payrolls advanced by 18,000 jobs. Within the industry sector, healthcare and social assistance reported an addition of 16,600 jobs, while private educational services added 1,400 jobs.
- Government employment expanded by 9,200 jobs when compared to last February. Job gains were spread across state government (up 4,500 jobs), local government (up 4,300 jobs), and federal government (up 400 jobs).
- Year-over employment in construction increased by 2,900 jobs. Specialty trade contractors (up 3,100 jobs) was responsible for most of the growth. Construction of buildings reported a slight gain of 100 jobs.
- Meanwhile, three industries reported year-over declines: trade, transportation, and utilities (down 1,800 jobs), information (down 800 jobs), and leisure and hospitality (down 300 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 5.2 percent in February 2024, unchanged from a revised 5.2 percent in January 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.2 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 6.3 percent in Yolo County.



Industry	Jan-2024	Feb-2024	Change		Feb-2023	Feb-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,089,200	1,096,600	7,400		1,066,100	1,096,600	30,500
Total Farm	7,600	8,100	500		7,600	8,100	500
Total Nonfarm	1,081,600	1,088,500	6,900		1,058,500	1,088,500	30,000
Mining, Logging, and Construction	74,200	75,600	1,400		72,500	75,600	3,100
Mining and Logging	600	600	0		400	600	200
Construction	73,600	75,000	1,400		72,100	75,000	2,900
Manufacturing	40,100	40,100	0		40,100	40,100	0
Trade, Transportation, and Utilities	168,600	166,500	(2,100)		168,300	166,500	(1,800)
Information	9,300	9,200	(100)		10,000	9,200	(800)
Financial Activities	49,300	49,100	(200)		49,100	49,100	0
Professional and Business Services	133,700	136,500	2,800		135,400	136,500	1,100
Private Education and Health Services	196,800	200,100	3,300		182,100	200,100	18,000
Leisure and Hospitality	110,100	111,000	900		111,300	111,000	(300)
Other Services	38,000	38,500	500		37,000	38,500	1,500
Government	261,500	261,900	400		252,700	261,900	9,200

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

Data Not Seasonally Adjusted

	Feb 23	Dec 23	Jan 24 Revised	Feb 24 Prelim	Percent Change Month	Change Year
Civilian Labor Force (1)	1,126,400	1,132,100	1,141,700	1,147,300	0.5%	1.9%
Civilian Employment	1,077,500	1,080,000	1,082,400	1,087,300	0.5%	0.9%
Civilian Unemployment	48,900	52,100	59,300	60,000	1.2%	22.7%
Civilian Unemployment Rate (CA Unemployment Rate)	4.3%	4.6%	5.2%	5.2%		
(U.S. Unemployment Rate)	3.9%	3.5%	4.1%	4.2%		

Total, All Industries (2)	1,066,100	1,104,400	1,089,200	1,096,600	0.7%	2.9%
Total Farm	7,600	8,500	7,600	8,100	6.6%	6.6%
Total Nonfarm	1,058,500	1,095,900	1,081,600	1,088,500	0.6%	2.8%
Total Private	805,800	834,800	820,100	826,600	0.8%	2.6%
Goods Producing	112,600	117,600	114,300	115,700	1.2%	2.8%
Mining, Logging, and Construction	72,500	76,900	74,200	75,600	1.9%	4.3%
Mining and Logging	400	600	600	600	0.0%	50.0%
Construction	72,100	76,300	73,600	75,000	1.9%	4.0%
Construction of Buildings	14,600	15,200	14,700	14,700	0.0%	0.7%
Specialty Trade Contractors	49,900	53,100	51,400	53,000	3.1%	6.2%
Foundation, Structure, and Building Exterior Co	12,700	14,300	13,700	14,000	2.2%	10.2%
Building Equipment Contractors	21,800	22,900	22,400	22,300	-0.4%	2.3%
Building Finishing Contractors	10,300	10,800	10,400	11,500	10.6%	11.7%
Manufacturing	40,100	40,700	40,100	40,100	0.0%	0.0%
Durable Goods	25,700	25,500	25,200	25,200	0.0%	-1.9%
Computer and Electronic Product Manufacturing	4,400	4,300	4,300	4,300	0.0%	-2.3%
Non-Durable Goods	14,400	15,200	14,900	14,900	0.0%	3.5%
Food Manufacturing	5,600	6,200	6,100	6,100	0.0%	8.9%
Service-Providing	945,900	978,300	967,300	972,800	0.6%	2.8%
Private Service Providing	693,200	717,200	705,800	710,900	0.7%	2.6%
Trade, Transportation, and Utilities	168,300	174,900	168,600	166,500	-1.2%	-1.1%
Wholesale Trade	28,700	28,500	28,300	28,400	0.4%	-1.0%
Merchant Wholesalers, Durable Goods	16,500	16,500	16,400	16,400	0.0%	-0.6%
Merchant Wholesalers, Nondurable Goods	10,700	10,500	10,400	10,400	0.0%	-2.8%
Retail Trade	98,100	103,400	99,400	98,500	-0.9%	0.4%
Motor Vehicle & Parts Dealer	14,800	15,200	14,900	14,900	0.0%	0.7%
Building Material and Garden Equipment and Supplies	8,700	8,800	8,500	8,600	1.2%	-1.1%
Grocery and Convenience Retailers	20,700	21,000	20,500	20,400	-0.5%	-1.4%
General Merchandise Retailers	19,600	22,200	20,600	20,200	-1.9%	3.1%
Health and Personal Care Retailers	5,400	5,300	5,000	4,900	-2.0%	-9.3%
Clothing, Clothing Accessories, Shoe, and Jewelry	6,300	7,400	6,700	6,400	-4.5%	1.6%
Sporting Goods, Hobby, Musical Instrument, Book,	10,300	11,200	10,900	10,800	-0.9%	4.9%
Transportation, Warehousing, and Utilities	41,500	43,000	40,900	39,600	-3.2%	-4.6%
Information	10,000	9,400	9,300	9,200	-1.1%	-8.0%
Publishing Industries	2,300	2,100	2,100	2,100	0.0%	-8.7%
Telecommunications	2,600	2,400	2,400	2,400	0.0%	-7.7%
Financial Activities	49,100	49,700	49,300	49,100	-0.4%	0.0%
Finance and Insurance	30,900	30,600	30,500	30,400	-0.3%	-1.6%
Credit Intermediation and Related Activities including	8,600	8,300	8,200	8,200	0.0%	-4.7%
Depository Credit Intermediation including Mone	5,600	5,200	5,200	5,200	0.0%	-7.1%
Nondepository Credit Intermediation	1,700	1,600	1,600	1,600	0.0%	-5.9%
Insurance Carriers and Related Activities	19,200	19,300	19,200	19,200	0.0%	0.0%
Real Estate and Rental and Leasing	18,200	19,100	18,800	18,700	-0.5%	2.7%
Real Estate	14,400	14,800	14,300	14,200	-0.7%	-1.4%
Professional and Business Services	135,400	135,300	133,700	136,500	2.1%	0.8%
Professional, Scientific, and Technical Services	62,000	62,200	61,600	62,500	1.5%	0.8%
Architectural, Engineering, and Related Service	10,700	11,000	10,800	11,000	1.9%	2.8%
Management of Companies and Enterprises	13,100	12,800	12,600	12,600	0.0%	-3.8%
Administrative and Support and Waste Management and	60,300	60,300	59,500	61,400	3.2%	1.8%
Administrative and Support Services	57,000	56,700	56,000	57,900	3.4%	1.6%
Employment Services	18,700	17,700	17,000	17,300	1.8%	-7.5%
Services to Buildings and Dwellings	17,900	18,200	18,300	19,500	6.6%	8.9%
Private Education and Health Services	182,100	197,200	196,800	200,100	1.7%	9.9%
Private Educational Services	15,400	16,700	16,100	16,800	4.3%	9.1%
Health Care and Social Assistance	166,700	180,500	180,700	183,300	1.4%	10.0%
Ambulatory Health Care Services	60,400	65,200	65,200	66,300	1.7%	9.8%
Hospitals	25,800	27,200	27,200	27,700	1.8%	7.4%

Data Not Seasonally Adjusted

	Feb 23	Dec 23	Jan 24 Revised	Feb 24 Prelim	Percent Change	
					Month	Year
Nursing and Residential Care Facilities	17,700	19,400	19,600	20,100	2.6%	13.6%
Leisure and Hospitality	111,300	112,200	110,100	111,000	0.8%	-0.3%
Arts, Entertainment, and Recreation	20,600	20,400	20,100	20,400	1.5%	-1.0%
Accommodation and Food Services	90,700	91,800	90,000	90,600	0.7%	-0.1%
Accommodation	9,500	9,500	9,400	9,500	1.1%	0.0%
Food Services and Drinking Places	81,200	82,300	80,600	81,100	0.6%	-0.1%
Restaurants and Other Eating Places	77,200	77,800	76,300	76,700	0.5%	-0.6%
Full-Service Restaurants	33,300	33,700	33,000	33,200	0.6%	-0.3%
Limited-Service Restaurants and Other Eating	43,900	44,100	43,300	43,500	0.5%	-0.9%
Other Services	37,000	38,500	38,000	38,500	1.3%	4.1%
Repair and Maintenance	10,800	11,700	11,400	11,600	1.8%	7.4%
Government	252,700	261,100	261,500	261,900	0.2%	3.6%
Federal Government	14,200	14,600	14,600	14,600	0.0%	2.8%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
Total State and Local Government	238,500	246,500	246,900	247,300	0.2%	3.7%
State Government	132,300	136,500	136,800	136,800	0.0%	3.4%
State Government Educational Services	28,500	29,800	29,500	29,200	-1.0%	2.5%
State Government Excluding Education	103,800	106,700	107,300	107,600	0.3%	3.7%
Local Government	106,200	110,000	110,100	110,500	0.4%	4.0%
Local Government Educational Services	57,900	60,000	60,100	59,900	-0.3%	3.5%
Local Government excluding Educational Services	48,300	50,000	50,000	50,600	1.2%	4.8%
County Government	19,700	20,100	20,300	20,400	0.5%	3.6%
City Government	10,000	10,400	10,300	10,500	1.9%	5.0%
Special Districts plus Tribes	18,600	19,500	19,400	19,700	1.5%	5.9%

**Notes:**

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

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

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

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**February 2024 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,394,300</b>	<b>18,316,000</b>	<b>1,078,300</b>	<b>5.6%</b>
ALAMEDA	14	826,100	785,500	40,600	4.9%
ALPINE	27	650	610	40	6.2%
AMADOR	26	14,650	13,750	900	6.1%
BUTTE	32	93,600	87,200	6,400	6.8%
CALAVERAS	21	22,260	21,030	1,230	5.5%
COLUSA	58	11,170	8,880	2,280	20.4%
CONTRA COSTA	15	552,100	524,300	27,800	5.0%
DEL NORTE	31	9,240	8,630	610	6.6%
EL DORADO	15	95,600	90,800	4,800	5.0%
FRESNO	48	469,400	424,700	44,600	9.5%
GLENN	44	12,740	11,710	1,030	8.1%
HUMBOLDT	25	61,100	57,500	3,600	5.9%
IMPERIAL	57	74,400	61,600	12,800	17.2%
INYO	10	8,500	8,110	390	4.6%
KERN	50	400,800	359,800	41,000	10.2%
KINGS	52	60,200	53,900	6,300	10.5%
LAKE	35	29,700	27,620	2,090	7.0%
LASSEN	40	8,600	7,930	670	7.8%
LOS ANGELES	15	5,014,600	4,761,700	252,900	5.0%
MADERA	47	67,800	61,700	6,100	9.0%
MARIN	3	133,300	128,000	5,300	4.0%
MARIPOSA	33	7,520	7,010	520	6.9%
MENDOCINO	27	37,990	35,640	2,340	6.2%
MERCED	54	121,900	107,300	14,500	11.9%
MODOC	49	3,200	2,880	320	10.1%
MONO	4	9,840	9,440	400	4.1%
MONTEREY	53	215,900	191,300	24,600	11.4%
NAPA	9	72,500	69,300	3,200	4.5%
NEVADA	13	50,160	47,770	2,390	4.8%
ORANGE	5	1,597,400	1,530,100	67,200	4.2%
PLACER	10	197,900	188,900	9,100	4.6%
PLUMAS	55	7,330	6,440	890	12.2%
RIVERSIDE	22	1,165,200	1,100,200	65,000	5.6%
SACRAMENTO	19	742,100	703,000	39,100	5.3%
SAN BENITO	42	32,400	29,800	2,600	7.9%
SAN BERNARDINO	20	1,018,900	963,400	55,500	5.4%
SAN DIEGO	12	1,602,200	1,526,100	76,100	4.7%
SAN FRANCISCO	2	558,100	536,700	21,400	3.8%
SAN JOAQUIN	38	351,000	324,400	26,600	7.6%
SAN LUIS OBISPO	6	136,900	131,000	5,900	4.3%
SAN MATEO	1	442,200	425,900	16,300	3.7%
SANTA BARBARA	23	216,800	204,300	12,400	5.7%
SANTA CLARA	6	1,034,000	989,300	44,700	4.3%
SANTA CRUZ	43	133,300	122,600	10,600	8.0%
SHASTA	33	75,100	69,900	5,200	6.9%
SIERRA	36	1,320	1,230	100	7.3%
SISKIYOU	46	17,060	15,550	1,510	8.9%
SOLANO	23	205,400	193,700	11,700	5.7%
SONOMA	8	250,800	239,700	11,100	4.4%
STANISLAUS	40	248,500	229,100	19,400	7.8%
SUTTER	50	47,500	42,600	4,800	10.2%
TEHAMA	36	26,430	24,500	1,940	7.3%
TRINITY	39	4,600	4,250	360	7.7%
TULARE	56	216,800	190,100	26,800	12.3%
TUOLUMNE	29	20,290	19,010	1,280	6.3%
VENTURA	18	414,800	393,800	21,000	5.1%
YOLO	29	111,700	104,700	7,000	6.3%
YUBA	45	32,800	29,900	2,800	8.6%

**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 2023 benchmark and Census Vintage 2020 population controls at the state level.

**INFORMATION ITEM III-D**  
**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.

## Recruitment Events Attended/Networking Opportunities by SETA Head Start 2024-2025

### Upcoming events

Event Name	Event Date	Event Location	Approved and Confirmed	Attended before
Healthy Kids Day	4/13/24 10 am-1 pm	2021 W Street, 95818	No	No
Resource Fair at Pivot Sacramento	4/13/24 9 am-2 pm	4625 44 <sup>th</sup> Street, 95820	No	No
Kids Day Rancho Cordova	4/24/24 11 am-3 pm	2197 Chase Drive, Rancho Cordova (Hagan community park)	yes	yes
Rio Linda Craft Faire	4/27/24	6309 Dry creek Road, Rio Linda Rio Linda High School	yes	no
Women's Empowerment Presentation	4/30/24 9:10-10:15 am	1590 N A Street, 95811	Yes	yes
2024 WIC Breastfeeding Celebration	5/3/24 10 am-1 pm	McKinley Park	No	yes
Community Baby shower	5/11/24 11 am-4 pm	2450 Meadowview Road, 95823	No	No
Connecting or Communities resource fair SMUD	9/6/24 9 am-12 pm	SMUD	No	Yes

### March events

Event Name	Event Date	Event Location	Interest forms received
1 <sup>st</sup> Annual Sacramento County Woman's and Girl Festival	3/9/24	3835 Freeport Blvd., Sacramento City Collage	5
Spanish Speaking and Immigrant Family Day	3/16/24 10 am-1 pm	5132 Elkhorn Blvd., 95842	Did not attend but they handed out our flyers
Super Saturday Tax Prep and Resource Fair	3/16/24 9 am-2 pm	1400 Gran Ave.	Did not attend but they handed out our flyers
Care Fest	3/18/24 11 am-2 pm	8407 Center Parkway Drive	2
Hoppin and Huntin at Hagan	3/23/24 11 am-3 pm	2197 Chase Drive, Rancho Cordova (Hagan Community Park)	3
Eggcelent Easter Fest	3/30/24 10 am-1 pm	7650 Amherst St., 95832 (Antioch Progressive Baptist Church)	0



<b>Event Name</b>	<b>Event Date</b>	<b>Event Location</b>	<b>Interest forms received</b>
Spring Extravaganza and Egg Hunt	3/30/24 10 am-12 pm	Freedom Park	14

**February events**

<b>Event Name</b>	<b>Event Date</b>	<b>Event Location</b>	<b>Interest forms received</b>
Network Café	2/15/24 11:30-1pm	Zoom	Gave updates about services
Connection Café	2/22/24	Zoom	Presented about services

**January events**

<b>Event Name</b>	<b>Event Date</b>	<b>Event Location</b>	<b>Interest forms received</b>
Respect for Life Annual Gathering Resource Fair	1/13/24	4325 Don Julio Blvd., North Highlands	0
Black Mothers United Presentation		4625 44 <sup>th</sup> Street #13	4
Life Center Sacramento	1/10/24	2136 Bell Executive Lane	0
Women's Empowerment Presentation	1/17/24	1590 N A Street, 95811	0



# Seta Head Start

## Food Service Operations Monthly Report

### \*March, 2024

2/22/24-3/1/24 - Phoenix Park closed due to painting.  
 3/12/24 - Nedra had a field trip to Martin Luther King Library we prepared 40 sack lunches.  
 3/15/24 - Mather had a field trip to the Folsom Zoo we prepared 40 sack lunches.  
 3/19/24 - Homebase Preschool had a field trip to the Sacramento Zoo we prepared 80 sack lunches.  
 3/21/24 - Homebase EHS had a field trip to Fairytale Town we prepared 135 sack lunches.  
 3/27/24 - Grizzly Hollow had a field trip to Waste Recycling Center we prepared 40 sack lunches.  
 3/28/24 - Grizzly Hollow had a field trip to Galt Community Park we prepared 40 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	29,824	26,930	27,866	6
<b>Total Amount of Meals and Snacks Prepared</b>				<b>84,995</b>

**Purchases:**

Food	\$96,907.48
Non-Food	\$16,970.76

Building Maintenance and Repair:	\$575.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,627.74
Vehicle Gas / Fuel:	\$1,832.39
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**March 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
<b>SETA operated</b>	1544	214	<b>14%</b>	699	157	<b>22%</b>
<b>Twin Rivers USD</b>	160	43	<b>27%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	85	<b>18%</b>	NA		
<b>Sac City USD</b>	676	**104	<b>15%</b>	16	0	<b>0%</b>
<b>San Juan USD</b>	888	83	<b>9%</b>	164	6	<b>4%</b>
<b>WCIC</b>	100	5	<b>5%</b>	NA		
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>534</b>	<b>14%</b>	<b>935</b>	<b>167</b>	<b>18%</b>

\*\*Corrections made

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
March 2024**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (03/31/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	480	470	0	98%	4% +
Sacramento City USD	676	621	24 (95%)	92%	1% +
San Juan USD	888	723	119 (94%)	81%	1% +
SETA	1,544	1,448	0	94%	0% +
Twin Rivers USD	160	152	0	95%	2% +
WCIC/Playmate	100	88	0	88%	1% +
<b>Total</b>	<b>3,848</b>	<b>3,502</b>	<b>143 (95%)</b>	<b>91%</b>	<b>1% +</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (03/31/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	164	140	12 (92%)	85%	2% -
SETA	699	672	0	96%	2% +
Twin Rivers USD	56	37	16 (93%)	66%	0%
SCUSD	16	0	16 (100%)	0%	0%
<b>Total</b>	<b>935</b>	<b>849</b>	<b>44 (95%)</b>	<b>91%</b>	<b>1% +</b>

- (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***

- Children with IEP's continue to be identified to move into the inclusion classrooms.

### ***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. CB Wire is awaiting licensing for HS classroom- totaling 24 enrollment slots.

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

- 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.
- San Juan Unified School District preschool sites have exhausted waitlists: Choices Charter; Cottage; Coyle; Encina; Garfield; Grand Oaks; Howe; Kingswood; Pasadena; Skycrest; Sunrise.
- 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.

### ***SETA***

- Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 1 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.
- Continued vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (2).

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

- WCIC/Playmate Head Start Programs are not currently operating at full capacity due to the presence of multiple childcare centers offering comparable services to families.
- Additionally, several families do not meet the age or income eligibility criteria for enrollment. Staff are continuing to recruit four-year-old children to meet 100% enrollment.

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

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

- Registrations for our 24-25 PreK enrollments have allowed us to reach out to families with children who are age eligible for the current school year.

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

- In preparation of the EHS classrooms opening, we have a total of 10 enrollment applications that has been turned in.
- Continuing to follow up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- School Community Liaison (SCL) is building a rapport with community organizations, and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

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

- New Infant Toddler and Preschool Flyers have been translated into languages that represent the San Juan Unified School District community—Arabic, Dari, Pashto, Russian, Spanish, and Ukrainian.
- School Community Worker provided recruitment flyers in the 95608-zip code at the following locations: San Juan Central (District) Enrollment; La Sierra Community Center; Carmichael Park; and Starbucks (6908 Fair Oaks Blvd, Carmichael)
- ERSEA Content Specialist provided IT/PS Flyers to 40 ECE School-Age Out of School Time Classrooms to be shared in PFCE Binder/Parent Board.
- ERSEA Content Specialist is in the planning phase of implementing a Parent Ambassador Program to support recruitment for a grassroots approach to recruiting EHS and HS participants for the next school year.

### ***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 are 7 employment offers pending for the following positions: 3-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler, and 1 Lead Teacher/Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: 1st Annual Sacramento County Woman's and Girl Festival; Spanish Speaking and Immigrant Family Day; Super Saturday Tax Prep & Resource Fair; Care Fest; Hopping & Hunting at Hagan Community Center; Eggcellent Easter Fest; Spring Extravaganza & Egg Hunt. From these recruitment events, 24 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. Contracted with Childcare Careers (CCC) substitute to temporarily fill vacancies.
- The ERSEA team recruited in the following community events: Kindergarten Round-Up and Natomas Community Easter Event.

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

- In March 2024, WCIC staff dropped off flyers at the Oak Park Post Office, Shiloh Arms Apartments, PS7 Elementary School, and the WIC office. On Friday's staff walked around the neighborhood park, Fourth Avenue Park and passed out flyers to parents.
- In March 2024 WCIC's staff purchased two (2) monthly bus passes for two families.

## REPORTS TO THE BOARD ITEM IV

### A. Chair

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. Executive Director

This item is set aside to allow the SETA 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 Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

### C. Deputy Directors

This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

### D. Counsel

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.