



Sacramento  
Employment and  
Training  
Agency

## **REGULAR MEETING OF THE SETA GOVERNING BOARD**

### **GOVERNING BOARD**

**ERIC GUERRA**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**MAI VANG**  
Councilmember  
City of Sacramento

**DENISE LEE**  
Interim Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**DATE:** Thursday, July 7, 2022

**TIME:** 10:00 a.m.

**LOCATION:** Zoom Location

<https://us02web.zoom.us/j/82041427003?pwd=SGkrMFcvSzIzRVlXanRiT2FQVXpEQT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Governing Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82041427003?pwd=SGkrMFcvSzIzRVlXanRiT2FQVXpEQT09>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on One tap mobile + 16699006833, 82041427003# US (San Jose). Meeting ID: 820 4142 7003. Passcode: 717632. Find your local number: <https://us02web.zoom.us/j/82041427003?pwd=SGkrMFcvSzIzRVlXanRiT2FQVXpEQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

In the event of disruption which 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.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

## **A G E N D A**

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

***“Preparing People for Success: in School, in Work, in Life”***

<b>II.</b>	<b><u>Consent Items</u></b>	<b><u>Page Number</u></b>
A.	Approval of Minutes of the June 2, 2022 Regular Board Meeting	1-11
B.	Approval of Claims and Warrants	12
C.	Approval to Modify Cooperative Personnel Services' Vendor Services Contract	13-14
<b>III.</b>	<b><u>Action Items</u></b>	
<b>A.</b>	<b>GENERAL ADMINISTRATION/SETA</b>	
1.	Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing (Legal Counsel)	15-16
2.	Approval of Appointments to the Sacramento Works Board (Roy Kim)	17-18
3.	Approval of Labor Agreements and Revised Salary Schedule (D'et Saurbourne)	19-20
4.	Approval of the Personnel Resolution Covering Unrepresented Confidential and Management, and Revised Salary Schedule (Denise Lee)	21-22
<b>B.</b>	<b>WORKFORCE DEVELOPMENT DEPARTMENT</b>	
	<u>Community Services Block Grant:</u> No Items	
	<u>One Stop Services:</u> No Items	
	<u>Refugee Services:</u>	
1.	Non-Competitive Procurement Finding and Approval to Augment the Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-Aside Grant for Services to Older Refugees (SOR), Program Year 2021-2022 (Michelle O'Camb)	23-24
<b>C.</b>	<b>CHILDREN AND FAMILY SERVICES: No Items</b>	
<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Fiscal Monitoring Reports (D'et Saurbourne) <ul style="list-style-type: none"> <li>My Sister's House</li> </ul>	25-27

**IV. Information Items** (continued)

- |    |  |       |
|----|--|-------|
| B. | Employer Success Stories and Activity Report (William Walker)                          | 28-40 |
| C. | Dislocated Worker Update (William Walker)  | 41-43 |
| D. | Unemployment Update/Press Release from the Employment Development Department (Roy Kim) | 44-50 |
| E. | Head Start Reports (Denise Lee)  | 51-59 |

**V. Reports to the Board** 60

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

**VII. Adjournment**

**DISTRIBUTION DATE: Wednesday, June 22, 2022**

SETA Governing Board meeting hosted by:  
Councilmember Eric Guerra (Chair) & Supervisor Patrick Kennedy (Vice Chair)

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 2, 2022 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 2, 2022 meeting for your review.

RECOMMENDATION:

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

PRESENTER: Denise Lee

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, June 2, 2022  
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:03 a.m. The roll was called and a quorum confirmed.

**Members Present:**

Don Nottoli, Member, Board of Supervisors (*joined at 10:17 a.m.*)  
Mai Vang, Councilmember, City of Sacramento  
Eric Guerra, Chair; Councilmember, City of Sacramento  
Patrick Kennedy, Vice Chair, Board of Supervisors  
Sophia Scherman, Member, Public Representative

**II. Consent Items**

- A. Approval of Minutes of the April 27, 2022 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Anita R. Johnson & Associates, Inc. to SETA's Vendor Services List
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

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

- A. Approval of Minutes of the April 27, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 4/20/22 through 5/25/22
- C. Approval to Add Anita R. Johnson & Associates, Inc. to SETA's Vendor Services List
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Mr. Thatch reviewed this item. There were no changes to report.

Mr. Kennedy asked about the pending legislation.

Mr. Thatch said there were bills that did not go anywhere. There is nothing we know of regarding an end date.

Moved/Kennedy, second/Vang, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 3 (Guerra, Vang, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Nottoli, Scherman)

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

Approval of Changes to the SETA Personnel Policies and Procedures Regarding Hiring of Head Start Grantee Operated Program Staff

Ms. Saurbourne reviewed the item and shared that we are in a tough hiring market. Currently the eligibility list must be approved by the Policy Council before making a job offer. The Policy Council meets once a month. This is a hold over performance standard that no longer applies to current Head Start standards. The requested changes will allow for offers to be made timelier, instead of waiting for approval once a month.

Mr. Guerra opened the public hearing.

Moved/Guerra, second/Scherman, to close the public hearing and approve the updated policies regarding the hiring of Head Start grantee operated program staff

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

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

Approval of Revision to the Job Specification for Workforce Development Manager (Exempt)

Ms. Saurbourne reviewed this job specification which was last updated in 2002. Minor verbiage changes were made to reflect the current program terminology and a couple of duties, and added the required essential physical attributes to the position.

Mr. Guerra opened the public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the revised job specification for the Workforce Development Manager (Exempt)

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

4. Approval of Appointment to the Sacramento Works Board

Mr. Kim reviewed the appointment of Ms. Denise Tugade to replace the labor seat vacated by Mr. Matt Lege.

Moved/Kennedy, second/Vang, to approve the appointment of Ms. Denise Tugade to the Sacramento Works Inc. Board

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Nottoli)

5. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2022-2023 (D'et Saurbourne)

Ms. Saurbourne reviewed the recommended budget which includes an increase of \$1.8 million from last year. Changes are anticipated between now and the final budget that will be brought to the Board in August. We received notice from the

Employment Development Department (EDD) that the Workforce Innovation and Opportunity Act (WIOA) funding has been increased by \$1.2 million for next year. A new grant from DOL was received for \$2.4 million. The large negatives such as CSBG and CARES Act were one-time funding. The Child and Family Services budget is steady, there were negatives due to one-time carryover from last year that we do not have this year. We received one-time funding for Cost of Living Adjustment and Quality Improvement in the amount of \$1.7 million from California Department of Education (CDE).

Mr. Don Nottoli joined the meeting at 10:17a.m.

Mr. Guerra commented he would like to review with staff how the one-time funds are closing out and the changes with WIOA funding.

Moved/Vang, second/Kennedy, to approve the recommended SETA budget for fiscal year 2022-2023

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

6. Approval of Sublease Agreement with the California Workforce Association, and Authorize the Executive Director to Execute the Agreement

Mr. Kim reviewed the California Workforce Association represents all workforce boards across California. They have requested to sublease space at the Del Paso Blvd., SETA Administrative building. There is space in the Workforce Development Department area. The landlord has indicated their approval.

Moved/Vang, second/Kennedy, to approve the sublease agreement with the California Workforce Association, subject to final approval by legal counsel, and authorize the Executive Director to execute the agreement

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### One Stop Services:

1. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2022-2023



Ms. Carpenter reviewed the WIOA Youth Program is a year-round program for in school youth ages sixteen to eighteen and out of school youth ages eighteen to twenty-four. The purpose of the year-round program is to offer intensive services through training, enrollment in post-secondary education or completion of their high school diploma or General Educational Development (GED). This year's funding recommendation is an extension of the procurement done in 2019; this is the last extension year. Providers have six months to reach enrollment goals. The second criteria the providers must meet is the state negotiated placement rate of 60 percent or higher. We do not receive outcomes until year end. Those who met or exceeded enrollment rates and performance were given plus two slots. Those who met enrollment but did not meet performance were given plus one slot. At the time recommendations were developed, we did not have WIOA allocations; those were received this week with a thirteen percent increase. The recommendation has been approved by the Youth Committee and Sacramento Works Board. Its crucial providers meet the required 20 percent expenditure for work experience. Based on program performance, we are not recommending Folsom Cordova Community Partnership (FCCP). All other providers are recommended for funding. The Youth Committee has been working on implementing youth voice over the last year.

Ms. Gill with FCCP requested for continued funding. She submitted a letter to Board. FCCP is working with Head Start, training, and reengaging the community and has established youth camps. She acknowledged the impact the resignations had on enrollment for FCCP. The provider is looking for partial funding.

Mr. Nottoli asked if the preliminary numbers show an increase for year over year.

Ms. Carpenter replied that it is a 13 percent increase from the current year.

Mr. Nottoli asked if FCCP received full funding even though they had vacancies.

Ms. Carpenter said usually they bill for just the youth they serve.

Mr. Nottoli asked if the money was not distributed to them, what would have been the number with only 12 enrollments.

Ms. Carpenter said it would be about \$71,000 for 12 enrollments.

Mr. Nottoli asked if there is a way to adjust the number.

Ms. Carpenter said yes, we did reallocate the funding in the difference with the other providers.

Mr. Nottoli asked how long has FCCP contracted with SETA.

Ms. Carpenter said since 2019, for this funding.

Mr. Nottoli asked if we have the ability for the fourth year to adjust for partial funding. Can we adjust it for the remaining funding cycle?

Ms. Carpenter said the Board has the authority to make changes to the funding recommendations. The Board can choose to fund FCCP for the 12 slots.

Mr. Nottoli asked how did FCCP perform in the previous years.

Ms. Carpenter said they met enrollment numbers; there were no issues.

Mr. Nottoli said he would like to see FCCP funded for the 12 slots.

Mr. Thatch recommended the Board specify where the money is coming from if recommending a change.

Mr. Guerra asked if there was any concern in the last four years in FCCP not meeting their numbers.

Ms. Carpenter said FCCP met numbers and there were no issues in prior years.

Mr. Guerra expressed concern in the void of service. Is there a service gap, and what is the challenge if there were not opportunities?

Ms. Carpenter said one recommendation is for the three other providers who are funded that provide the services in the Rancho Cordova area: Asian Resources, North State Building Industry is mobile, and Sacramento City Unified School District (SCUSD). A report from last year shows the three listed providers served an additional seven youth from the Rancho Cordova area.

Mr. Guerra stated those providers are in the Stockton and Fruitridge area. In this last cycle, the concern is everyone faced the workforce challenge; the other providers were able to meet the goals despite those challenges. Did FCCP communicate with SETA regarding their challenges?

Ms. Carpenter said yes, in early January Ms. Gill reached out. There were strategy meetings; through those meetings an additional six youth were enrolled. We have continued to support FCCP with training and other support.

Ms. Scherman supports the recommendation to fund FCCP.

Mr. Kim stated with the preliminary allocations there should be funds available if the Board chooses to fund FCCP. If the Board changes the recommendation then this item will have to go back to the Sacramento Works Board for agreement.

Mr. Guerra asked how would an August meeting impact the program. Ms. Carpenter stated the program year starts July 1, 2022; waiting until August could impact the enrollment period. Mr. Guerra asked when does the Sacramento Works Board meet next. Ms. Carpenter said in July. Mr. Guerra asked if a special meeting could be called. Ms. Lee said yes, if we could get their schedules.

Mr. Nottoli recommended the funding for the 12 slots would come out of the additional allocation.

Mr. Guerra recommended we say up to 12 slots.

Mr. Kim suggested the recommendation be contingent on the receipt of the final WIOA youth allocation. The item could then go back to Sacramento Works Board without further Governing Board action.

Moved/Nottoli, second/Scherman, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2022-2023 with the stipulation that Folsom Cordova Community Partnership funding is extended for up to 12 slots, contingent upon the receipt of the final WIOA youth allocation.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

2. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for 2022-2023

Mr. Kim reviewed this item which has been approved by the Sacramento Works Board.

Moved/Guerra, second/Vang, to agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2022-2023

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023

Mr. Kim reviewed this item extends the subgrant agreements for the job center system; this is the third year of a four-year cycle. The recommendation would increase job center contracts for approximately \$92,000 and increase

scholarships and support/training services by approximately \$100,000. After WIOA allocations are final, staff plan to return with an augmentation recommendation.

Moved/Kennedy, second/Vang, to approve the staff funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 20 percent of the funds be expended on training services

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

Community Services Block Grant: No Items

Refugee Services:

4. Non-Competitive Procurement Finding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2021-2022

Ms. O'Camb reviewed this augmentation is for five of the refugee support service providers, to increase the number of refugees served. The non-competitive procurement is appropriate due to the existing emergency. The total amount for additional funding recommended is approximately \$5 million. The augmentation recommendation is for providers that reached 80-100 percent of year-end goals. All additional enrollments must happen by September 30, 2022.

Moved/Scherman, second/Nottoli, to approve the Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2021-22

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

## **C. CHILDREN AND FAMILY SERVICES:**

1. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022

Ms. Lee reviewed we had underspent funds from the previous years. Those funds could be used for other deferred maintain projects such as HVAC,

replacement vehicles, replacement rubber for play structures, etc. The funds would be reprogrammed to supplies, gas, and food, the areas where costs have increased.

Ms. Scherman asked if there is a wish list for each site.

Ms. Lee replied monitoring is ongoing, including safety checklists. The Federal Government does have one-time funds available for immediate needs for health and safety if SETA did not have funds available.

Moved/Scherman, second/Kennedy, to approve the budget modification request for Head Start Basic and Early Head Start, in the amount of \$2,100,800, for deferred maintenance projects and increased operating costs

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

2. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2022-2023

Ms. Lee stated the title of this item should read Ratification of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement (QI) Application for Program Year 2022-2023, as the applications were due on June 1, 2022. The COLA is 2.28 percent this year. A small allocation is for QI programs to increase through staff or improvements. These are not one-time funds, as they build the base of our grant.

Moved/Kennedy, second/Nottoli, to approve to ratify the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$1,729,147 for Program Year 2022-2023

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstention: 0

Absent: 0

#### **IV. Information Items**

- A. California Workforce Association Article on the Homeless Transition Employment Program

Ms. Davis-Jaffe reviewed the article. There were no questions.

- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report: No Questions
- D. Dislocated Worker Update: No Questions
- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:

Ms. Lee stated COVID-19 is still going. Classrooms are not closing for student exposures; however, we are closing for staff exposures due to staffing issues. Head Start is the only child care provider where children and staff wear masks. The Federal Government announced their full enrollment initiative; as of September 2022, there will no longer be a reprieve. It is anticipated that enrollment will be most impacted by staffing. Corrective action could last up to 12 months, if implemented. An enrollment campaign is underway for social media, signage/window wraps, and a commercial. Regarding the Quality Assurance report for Sacramento City Unified School District, we are working with them and will have updates.

#### **V. Reports to the Board**

- A. Chair: No Report
- B. Interim Executive Director: No Report
- C. Deputy Directors:  
Mr. Kim stated the Workforce Development Manager job specification item was due to Ms. Carpenter's anticipated departure from SETA. The Florin Road job center staff is moving this week. The job center should be operational in the middle of June 2022.
- D. Counsel: No Report
- E. Members of the Board  
Mr. Nottoli and Ms. Scherman congratulated Ms. Carpenter.
- F. Public: None

#### **VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code Section 54957.6*

*Agency Negotiator: Dee Contreras*

*Employee Organization: AFSCME Local 146*

Closed Session was entered at 11:28 a.m. Returned from Closed Session at 11:35 a.m. There was nothing to report out.

#### **VII. Adjournment:** The meeting adjourned at 11:35 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 5/25/2022 through 6/22/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/25/2022 through 6/22/2022.

PRESENTER: Denise Lee

## ITEM II-C-CONSENT

### APPROVAL TO MODIFY COOPERATIVE PERSONNEL SERVICES' VENDOR SERVICES CONTRACT

#### BACKGROUND

In 2010, the SETA Governing Board approved Cooperative Personnel Services for SETA's Vendor Services (VS) List to provide Job Readiness/Pre-Employment Skills Training, Career Exploration and In-Service Training (IST) to SETA's Workforce Development services.

Cooperative Personnel Services recently submitted an application to add an IST workshop entitled "Cultural Intelligence" to its VS contract. A SETA evaluation team reviewed the application and determined that Cooperative Personnel Services effectively demonstrated its ability to provide the additional IST workshop.

Staff is seeking approval of the attached recommendation to modify Cooperative Personnel Services' VS contract.

#### RECOMMENDATION:

Approve the attached recommendation to modify Cooperative Personnel Services' Vendor Services contract to add "Cultural Intelligence" to its list IST workshops.

PRESENTER: Lorena Correa



## Vendor Services (VS) List

### Staff Recommendation

**Applicant:** Cooperative Personnel Services dba CPS HR Consulting  
**Location:** 2450 Del Paso Rd., Suite 220  
Sacramento, CA 95834

### Applicant's Background:

Established in 1985 as a self-supporting public agency, Cooperative Personnel Services (CPS) provides a full range of integrated HR Solutions to federal, state and local governments, public safety, special districts and non-profit organizations.

Professionally equipped with a wide range of human resources products and services, CPS is committed to supporting and developing strategic organizational leadership and human resource management in the public sector. The training and coaching made available by CPS will address cultural intelligence staff development tools to operationalize diversity and inclusion strategies.

CPS currently offers 23 professional development, IST workshops to SETA under its VS contract. Approval to add the "Cultural Intelligence" to its menu of workshops will enhance these valuable services.

Activity	Proposed Group Rates
<b>In-Service Training*</b> <ul style="list-style-type: none"><li>▪ Introduction to Cultural Intelligence</li><li>▪ Developing the Language of Cultural Intelligence – Building a Living Glossary</li><li>▪ Understanding Implicit Bias Through the Lens of Cultural Intelligence</li><li>▪ How to Create Sustainable Change</li><li>▪ Managing Conflict through the Lens of Equity</li><li>▪ Mastering the Art of Crucial Conversations</li><li>▪ It's a Marathon-Not a Sprint- DEI panel</li></ul>	<p>\$940 per module 2 hours per module (7 modules max., or 14 hours)</p> <p>12 client min.; 35 clients max. (\$940 min., or \$6580 max.)</p>

\*All services offered by Cooperative Personnel Services shall be subject to prior approval by SETA management.

### ITEM III-A –1- ACTION

#### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

##### BACKGROUND:

California Governor Gavin Newsom has issued the long-existing state of emergency related to COVID-19, which remains in effect. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September 2021, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which 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 legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Board meeting to be held by teleconference procedures consistent with AB 361, the Board must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ITEM III-A-1-ACTION (continued)  
Page 2

RECOMMENDATION:

Authorize the continued use of teleconferencing for Governing Board meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Board has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in-person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

## ITEM III-A-2-ACTION

### APPROVAL OF APPOINTMENTS TO THE SACRAMENTO WORKS BOARD

#### BACKGROUND:

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

On March 3, 2016, the Governing Board appointed twenty-five members to the newly formed Sacramento Works Workforce Development Board. 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.

Due to the departure of Mr. Gary King, Sacramento Municipal Utility District, there is a business sector vacancy. Ms. Laurie Rodriguez, SMUD's Director, People Services & Strategies, has submitted an application to replace the Business sector seat vacated by Mr. King. Her application is being sent under separate cover.

In addition, Ms. Amanda Blackwell, Sacramento Metro Chamber of Commerce's President and CEO, has requested that Ms. Andrea Ollanik, Sacramento Metro Chamber Foundation's Executive Director, replace her on the Board. Ms. Ollanik's application is also being sent under separate cover.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the business sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on June 27, 2022, and is forwarding Ms. Rodriguez's and Ms. Ollanik's applications for business sector seats with a recommendation for appointment.

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

RECOMMENDATION:

Review the applications and appoint Ms. Rodriguez and Ms. Ollanik to fill business sector seats on the Sacramento Works Board.

PRESENTER: Roy Kim

### ITEM III-A-3- ACTION

#### APPROVAL OF LABOR AGREEMENTS AND REVISED SALARY SCHEDULE

##### BACKGROUND:

The Sacramento Employment and Training Agency (SETA) and the American Federation of State, County, and Municipal Employees (AFSCME) have been in negotiations discussions and meetings since April 2022 and have met six (6) times.

On May 26, 2022, AFSCME ratified a tentative agreement (TA) on a three-year contract for the three bargaining units represented by AFSCME including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

The major provisions of the Agreements between SETA and AFSCME include the following:

- 3 year term effective July 1, 2022 through June 30, 2025
- Direct focus on recruitment and retention with equity and/or COLA increases for employees effective July 1, 2022. A revised Salary Schedule is sent under separate cover.
- Increase in the monthly health contribution of \$25 for employee only and \$200 for family for a total of \$645/month and \$1,225/month respectively, effective the first pay period in July 2022
- Modify temporary assignment to a higher classification to 6 months and extend to temporary reclassification up to one year

The fiscal impact is anticipated to be approximately \$3,212,000 for Children and Family Services and \$500,000 for Workforce Development. The increased costs will be paid for by utilizing funds received from ACF for COLA and QI, and identified cost savings from position vacancies across the agency.

The Head Start Policy Council approved the labor agreements on June 28, 2022.

Staff will be available to answer questions.

##### RECOMMENDATION:

Approve the labor agreements July 1, 2022 – June 30, 2025 and revised salary schedule.

PRESENTER: D'et Saurbourne, Interim Administrative Services Deputy Director/ Fiscal Chief

**RESOLUTION NO.: 2022-03**

Adopted by the Sacramento Employment and Training  
Agency Governing Board on the Date of

July 7, 2022

**A RESOLUTION ADOPTING AGREEMENTS WITH THE UNITED  
SETA EMPLOYEES, AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, LOCAL 146  
DATED JULY 7, 2022**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, under the terms of that policy, the representatives of the Executive Director have met and conferred with the representatives of the United SETA Employees, American Federation of State, County, and Municipal Employees, Local 146, the recognized employee organization for the employees in the Head Start, Clerical, Technical and Analytical, and Supervisory Units as designated in said policy; and,

WHEREAS, these parties have reached agreement on matters relating to the employment conditions of the employees in said Units, as reflected by the written Agreements entered into by them on May 26, 2022, which Agreements are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the said Agreements.

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Eric Guerra, Chair

ATTEST:

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Clerk of the Boards

## ITEM III-A-4- ACTION

### APPROVAL OF THE PERSONNEL RESOLUTION COVERING UNREPRESENTED CONFIDENTIAL AND MANAGEMENT, AND REVISED SALARY SCHEDULE

#### BACKGROUND

The Agency must intermittently update and amend the Personnel Resolution Covering Unrepresented Employees, which is typically done following the completion of negotiations for represented employees. Consistent with the Tentative Agreement (TA) for represented employees, the Executive Director is recommending the following provisions to the Unrepresented Resolution:

- Direct focus on recruitment and retention with equity and/or COLA increases for unrepresented confidential employees effective July 1, 2022. A revised Salary Schedule is sent under separate cover.
- The Broadbanding Pay for Performance Procedures will be utilized for exempt management in accordance with the Broadbanding Pay and Performance Management manual: Guidelines, Policies, and Procedures, as adopted by the SETA Governing Board in October 1998.
- Increase in the monthly health contribution of \$25 for employee only and \$200 for family for a total of \$645/month and \$1,225/month respectively, effective the first pay period in July 2022.
- Modify temporary assignment to a higher classification to 6 months and extend temporary reclassification up to one year.

The total anticipated cost for the confidential and exempt management salary and benefit increases is anticipated to be approximately \$338,000.

Staff will be available to answer questions.

#### RECOMMENDATION:

Approve the Personnel Resolution Covering Unrepresented Employees and salary schedule effective July 1, 2022.

PRESENTER: Denise Lee, Interim Executive Director



**RESOLUTION NO.: 2022-04**

Adopted by the Sacramento Employment and Training  
Agency Governing Board on the Date of  
July 7, 2022

**A RESOLUTION ADOPTING THE PERSONNEL RESOLUTION  
COVERING UNREPRESENTED EMPLOYEES  
DATED JULY 7, 2022**

WHEREAS, this Board pursuant to Government Code Section 3500, et seq., enacted by resolution an employer-employee relations policy; and,

WHEREAS, unrepresented employees are identified within the Policy and the terms and conditions of employment of unrepresented employees are established by the Agency; and,

WHEREAS, the Executive Director has reviewed such terms and conditions and is making these recommendations to insure equity and parity within the Agency, and such recommendations are hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the provisions and agreements contained in these Agreements are fair and proper and in the best interests of the Sacramento Employment and Training Agency;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that it adopt in full the terms and conditions contained in the Personnel Resolution Covering Unrepresented Employees.

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Eric Guerra, Chair

ATTEST:

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Clerk of the Boards

### ITEM III-B-1-ACTION

#### NON-COMPETITIVE PROCUREMENT FINDING AND APPROVAL TO AUGMENT THE SLAVIC ASSISTANCE CENTER, INC. UNDER THE REFUGEE SUPPORT SERVICES (RSS) SET-ASIDE GRANT FOR SERVICES TO OLDER REFUGEES (SOR), PROGRAM YEAR 2021-2022

#### BACKGROUND:

SETA's Refugee Program, operated under Refugee Support Services (RSS) and RSS Set-aside grant funds received from the U.S. Department of Health and Human Services - Administration for Children and Families, Office of Refugee Resettlement (ORR), provides direct employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

In September, 2021, the Board approved extending funding to SETA's RSS Set-aside program provider, Slavic Assistance Center, Inc. (SAC), for the provision of Services to Older Refugees (SOR) for refugees 60 years of age or older. At the time of award, preliminary estimates indicated that \$40,000 RSS Set-aside funds to serve 100 older refugees would be available for allocation for services commencing on October 1, 2021 and ending September 30, 2022. SAC is the sole provider funded under the RSS Set-aside program.

On October 8, 2021, SETA received the final RSS Set-aside award notification from the California Department of Social Services, Refugee Programs Bureau. Funds available for allocation totaled \$37,010 higher than initial estimates due to some qualifying counties in the state declining the SOR funding. At the time of the final award, SAC was offered all or a portion of the additional amount of funding received, however, declined any amount of additional funding due to the organization's limited capacity at that time to operate a larger program.

As of May 31, 2022, SAC is close to meeting its obligation to serve 100 older refugees under the grant and now has capacity to serve an additional 25 older refugees by the program year's end. As a result, staff is recommending augmenting SAC \$10,000 of unallocated RSS Set-aside funds for a new total allocation to SAC of \$50,000 to serve 125 older refugees by September 30, 2022. The remaining, unspent amount of \$27,010 will be carried over and allocated in PY 2022-23, which begins October 1, 2022.

Further, staff asks that the Board find that SAC is the only RSS Set-aside program operator currently providing services whose contract can be augmented from additional funds made available under the October, 2021 State allocation due to some counties declining State funding and SETA's award being \$37,010 more than originally anticipated. This is consistent with Federal Refugee Resettlement Program Regulations and the OMB Uniform Guidance 2 CFR 200.320 that indicate that noncompetitive procurement is appropriate in such circumstances when the services are available from only a single source.

ITEM III-B-1-ACTION (continued)  
Page 2

RECOMMENDATION:

Approve the augmentation of the Slavic Assistance Center, Inc. (SAC) Refugee Social Services (RSS) Set-aside funds, with the sole source finding, in the amount of \$10,000 to serve an additional 25 older refugees for PY 2021-2022.

PRESENTER: Michelle O'Camb

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

**MEMORANDUM**

**TO: Ms. Nilda Valmores                      DATE: June 6, 2022**

**FROM: Tracey Anderson, SETA Fiscal Monitor**

**RE: Desk Fiscal Monitoring of My Sister's House**

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Safety Net	\$34,100	1/1/2021-12/31/2021	1/1/2021-12/31/2021

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

**Date of review: 4/1, 5/13**

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

**Program Operator: My Sister's House**

**Findings and General Observations:**

- 1) We have reviewed the CSBG Safety Net program from January 1, 2021 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order with the following exception.
- 2) My Sister's House has not submitted a 2020 single audit as required by CFR, Title 2, Subtitle A, Part 200, Subpart F(a). The federal single audit for 2020's deadline was September 30, 2021 (includes OMB COVID extension).

Title 2, Subtitle A, Chapter II, Part 200

§ 200.501 Audit requirements.

*(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.*

§ 200.512 Report submission.

*(a) General.*

*(1) "...this section and reporting package described in paragraph (c) of this section must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period..."*

**Recommendations for Corrective Action:**

- 1) My Sister's House must complete a federal single audit of the fiscal year ending June 30, 2020.
- 2) Submit a Corrective Action Plan addressing the timeframe for completion of the late single audit and submit policies and procedures addressing timely submission of the single audit moving forward.

cc: Denise Lee  
Governing Board

## ITEM IV–B– INFORMATION

### EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

#### BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Above and Beyond Logistics LLC	9	Delivery Route Driver	10
Adecco	9	Quality Inspector	20
AlSCO, inc	9	Delivery Driver	5
	9	Office Clerk	1
	9	Production Associate	1
California Department of Social Services	9	Administrative Law Judge II Department of Social Services	1
	9	Associate Governmental Program Analyst	1
	9	Associate Governmental Program Analyst / Staff Services Analyst	12
	9	Staff Services Analyst	1
	9	Student Assistant	1
	9	Welfare Fraud Prevention Coordinator	1
ChildCare Careers	9	Teacher Aide/Assistant	1
City Of Elk Grove	9	911 Call Taker	1
	9	Animal Care Assistant	1
	9	Animal Care Specialist	1
	9	Animal Services Officer	1
	9	Associate Civil Engineer	1
	9	Capital Improvement Program Manager	1
	9	Community Center Attendant	1
	9	Community Engagement and Government Relations Manager	1
	9	Dispatcher	1
	9	Events Duty Person	1
	9	Finance Budget Analyst I	1
	9	Forensic Investigator	1
	9	Human Resources Specialist	1
	9	Maintenance Specialist-Irrigation	1
	9	Management Analyst	1
	9	Multimedia Specialist	1
	9	Police Officer	2
	9	Police Records Technician I	1
	9	Police Recruit	2
	9	Property and Evidence Technician I	1
	9	Purchasing Specialist	1
	3	Senior Civil Engineer	1
	9	Senior Customer Service Specialist-Animal Services	1
	9	Senior Transportation Planner	1



# SETA- Employer Activity Report

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City of Sacramento	9	311 Customer Service Specialist	1
	9	Account Clerk I	1
	9	Account Clerk II	1
	9	Accountant Auditor	1
	9	Accounting Technician	2
	9	Administrative Analyst	3
	9	Administrative Analyst Community Engagement/Economic Development Analyst	1
	9	Administrative Analyst -Emergency Management Coordinator	1
	9	Administrative Analyst-Police	1
	9	Administrative Assistant I	1
	9	Administrative Officer	1
	9	Administrative Technician	2
	9	Animal Care Technician	1
	9	Animal Services Coordinator	1
	7	Applications Developer	1
	9	Aquatics Recreation Coordinator	1
	9	Aquatics Specialist	1
	9	Arborist/Urban Forester	1
	9	Art Museum Registrar	1
	9	Arts Program Coordinator	1
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	2
	9	Assistant Code Enforcement Officer	1
	9	Assistant Facility Manager	1
	3	Associate Architect	1
	3	Associate Civil Engineer	2
	3	Associate Electrical Engineer	1
	9	Associate Planner	1
	9	Booking Coordinator	1
	3	Building Inspector III	1
	9	Building Monitor	2
	9	Camp Aide	2
	9	Camp Chef	1
	9	Camp Host	1

# SETA- Employer Activity Report

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City of Sacramento	9	Camp Program Director	1
	9	Camp Recreation Leader	1
	9	Cashier - Aquatics	1
	3	Code Enforcement Officer	1
	9	Community Service Officer I	1
	9	Community Service Officer I-Limited-Term	1
	9	Council Representative-D8	1
	9	Crew Leader, Landscape and Learning	1
	9	Custodian II	2
	9	Customer Service Assistant	1
	9	Customer Service Representative	1
	9	Deputy City Attorney I -Community Advocacy and Public Safety Division	1
	9	Deputy City Attorney II	1
	9	Deputy Director	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher II	2
	9	Dispatcher Recruit	1
	9	Engineering Technician I	1
	9	Engineering Technician II	1
	9	Engineering Technician III	1
	6	Environmental Health & Safety Officer	1
	9	Environmental Program Manager	1
	9	Equipment Mechanic I	1
	9	Events Associate	1
	9	Events Coordinator	1
	9	Events Duty Person	2
	9	Events Services Supervisor	1
	9	Events Services Supervisor -Asst Performing Arts & Auditorium Manager	1
	9	Events Services Supervisor -Guest Service Manager	1
	9	Finance Manager	1
	9	Finance Program Manager	1
	9	Geographic Information Systems Program Manager	1
	9	Geographic Information Systems Specialist III	1
	9	Graphics Assistant	1

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City of Sacramento	3	HVAC Systems Mechanic	1
	7	Information Technology Manager	1
	9	Instrument Technician I	1
	9	Instrument Technician II	1
	9	Instrument Technician Trainee	1
	9	Integrated Waste Equipment Operator	1
	9	Integrated Waste Supervisor	1
	9	Junior Landscape Assistant	1
	9	Junior Planner	1
	9	Labor Relations Officer	1
	9	Landscape Assistant	1
	9	Legal Secretary - Litigation	1
	9	Legal Staff Assistant	1
	9	Lifeguard	1
	9	Maintenance Worker	1
	9	Marina Aide	1
	9	Media and Communications Specialist	1
	6	Nurse Adaptive Recreation	1
	9	Office Assistant	1
	9	Office of Public Safety Accountability Specialist	1
	9	Office Specialist	1
	3	Painter	1
	9	Park Maintenance Manager	1
	9	Park Maintenance Superintendent	1
	9	Park Maintenance Worker III	1
	9	Parking Enforcement Supervisor	1
	9	Parking Lot Attendant	1
	9	Parking Meter Repair Worker	1
	9	Parks Supervisor	1
	9	Personnel Analyst	1
	9	Personnel Analyst -Employment, Classification & Development	1
	9	Personnel Technician	1
	9	Personnel Technician-Benefit Services	1
	9	Personnel Transaction Coordinator	1
	9	Police Chief	1
	9	Police Clerk II	1

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	9	Police Officer	3
	9	Police Officer Recruit	2
	9	Police Records Specialist I	1
	9	Pool Manager	1
	7	Principal Applications Developer	1
	9	Principal Budget Analyst	1
	9	Principal Building Inspector	1
	9	Principal Planner	1
	9	Process Control Systems Specialist	1
	9	Program Coordinator	1
	9	Program Coordinator -Community Recreation/Adult Sports	1
	9	Program Developer	2
	9	Program Developer - 4th R	1
	9	Program Leader	1
	9	Program Manager	1
	7	Program Specialist	2
	7	Program Specialist -Senior IT Business Analyst	1
	9	Program Specialist-Legislative Process Manager	1
	9	Real Property Agent III	1
	9	Recreation Aide	2
	9	Recreation General Supervisor	1
	9	Recreation Leader Adaptive Recreation	1
	9	Recreation Superintendent-Older Adults-Access Leisure	1
	9	Registrar	1
	9	Security Officer	1
	9	Senior Animal Control Officer	1
	7	Senior Applications Developer	1
	7	Senior Applications Developer -PeopleSoft	1
	4	Senior Applications Developer-IT Oracle CC&B	1
	3	Senior Architect	1
	9	Senior Budget Analyst	1
	3	Senior Code Enforcement Officer	1
	9	Senior Deputy City Attorney	1
	9	Senior Development Project Manager	1

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Sacramento	3	Senior Engineer	2
	9	Senior Engineering Technician	1
	9	Senior Engineering Technician-Wastewater	1
	9	Senior Lifeguard	1
	9	Senior Maintenance Worker	1
	3	Senior Painter	1
	9	Senior Planner	1
	9	Senior Plant Operator-Water Division	1
	9	Senior Recreation Aid	2
	9	Senior Staff Assistant	1
	7	Senior Systems Engineer	1
	9	Staff Assistant-Mayor Council	1
	9	Stationary Engineer	1
	3	Street Construction Laborer	1
	9	Street Maintenance Supervisor	1
	3	Supervising Building Inspector	1
	3	Supervising Engineer-Electrical Engineer	1
	3	Supervising Engineer-Water Policy & Regional Planning	1
	7	Systems Engineer	1
	7	Telecommunications Technician I	1
	9	Traffic Worker I	1
	9	Traffic Worker III	1
	9	Traffic Worker Trainee	1
	9	Tree Maintenance Worker	1
	9	Tree Pruner II	1
	9	Utilities Operations & Maintenance Service Worker-Wastewater & Drainage	1
	9	Utilities Operations and Maintenance Division Manager	1
	9	Utilities Operations and Maintenance Service Worker Apprentice	1
	9	Utilities Operations and Maintenance Superintendent	1
	9	Utilities Operations and Maintenance Supervisor -Wastewater	1
	9	Utility Worker	1
	9	Utility Worker-Park Operations	1
	9	Veterinarian	1
	9	Water Conservation Representative	2
	2	Water Conservation Representative	1
	9	Youth Aide	6
Clement Law Group PC	9	Legal Assistant	1

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Cordova Recreation & Parks District	9	Golf Course Maintenance Worker Aide	2
	9	Office Assistant/Clerical II	1
	9	Park Maintenance Worker I	1
	9	Park Maintenance II	3
	9	Program Facilitator-Senior Center	1
	9	Recreation Leader I - Teen Center	3
Department of Housing and Community Development	9	Housing Elements, Planning Grants & Incentives Manager	1
EliteHR Logistics	9	CDL Drivers	10
Food 4 Less/Rancho San Miguel	5	Assistant Manager	1
	5	Deli Clerk	1
	5	Floor General Clerk	1
	5	Loss Prevention Agent	1
	5	Meat Department Clerk	1
	5	Night Crew General Clerk	1
	9	Security Officer	1
Gateway Community Charters	4	ASES Para Educator	8
	4	Business Technician @ GCC Central Office	1
	4	CTE Teacher -Manufacturing	1
	4	Custodian @ Gateway Community Charters	1
	4	Independent Study Teacher @ SAVA EGUSD	1
	4	Math Specialist @ CCCS Firehouse	1
	4	Para Educator	15
	4	Register Behavior Technician @ COA Elementary	1
	4	RSP Specialist @ SAVA SCUSD	1
	4	School Nurse @ Gateway Community Charters	1
	4	School Psychologist Intern @ Gateway Community Charters	1
	4	School Social Worker @ COA Elementary	1
	4	Spanish Teacher @ Futures High School	1
	4	Speech, Language, & Hearing Pathologist @ GCC Central Office	1
	4	Substitute ASES Supervisor	1
	4	Substitute ASES/ASP Para Educator	1
	4	Substitute Clerical Pool	1
Hagginwood Academy, LLC	4	Lead Toddler/2s Teacher	1

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
HR TO GO	9	Administrative Assistant	1
Integrity Support Services Inc. DBA Employment Screening Resources	9	Verification Specialist	1
Legacy Wireless Services	7	Top Lead/Top Hand II	1
Los Rios Community College District	4	Academic Director IV of Nursing Program	1
	4	Account Clerk III	1
	4	Accountant	2
	4	Accounting Specialist	1
	4	Adjunct Men's Track and Field Coach	1
	4	Adjunct Men's Water Polo	1
	4	Administration of Justice Adjunct Assistant Professor	1
	4	Administrative Assistant I	2
	4	Administrative Assistant II	1
	4	Administrative Assistant III	1
	4	Admissions/Records Clerk II	1
	4	Admissions/Records Clerk III	1
	4	Admissions/Records Evaluator I	1
	4	Admissions/Records Evaluator II	1
	4	Admissions/Records Evaluator II - Veterans Affairs	1
	4	Admissions/Records Evaluator/Degree Auditor	1
	4	Agriculture Adjunct Assistant Professor	1
	4	Alternate Media Design Specialist	1
	4	Animal Science Adjunct Assistant Professor	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Arabic Adjunct Assistant Professor	1
	4	Architecture Adjunct Assistant Professor	1
	4	Art History Adjunct Assistant Professor	1
	4	Art New Media Adjunct Assistant Professor Pool	1
	4	Asian American, Native American Pacific Islander Serving Institution Grant Project Director	1
	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1
	4	Associate Vice President of Equity, Institutional Effectiveness and Innovation	1
	4	Athletic Trainer	1
	4	Automotive Collision Technology Adjunct Professor	1
	4	Biological Sciences Adjunct Assistant Professor	1
	4	Biology -Anatomy and Physiology- Assistant Professor	2

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# 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>			
Los Rios Community College District	4	Building Inspection Technology Adjunct Assistant Professor	1
	4	Business Services Supervisor	1
	4	Cantonese Adjunct Assistant Professor	1
	4	Chemistry Adjunct Assistant Professor	1
	4	Chemistry Assistant Professor	3
	4	Child Development Center Lead Teacher	1
	4	Child Development Center Teacher	1
	4	Clerk III	1
	4	College Nurse	1
	4	College Nurse Adjunct	1
	4	College Nurse Clinician Adjunct	1
	4	College Safety Officer	1
	4	Communication Media Adjunct Assistant Professor	1
	4	Computer Science Programming Adjunct Assistant Professor	1
	4	Confidential Human Resources Officer	1
	4	Confidential Human Resources Specialist I	1
	4	Construction Management Technology Adjunct Assistant Professor	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Counseling Clerk II	1
	4	Counseling Supervisor	1
	4	Counselor Adjunct	2
	4	Dance Adjunct Assistant Professor	1
	4	Data Communications Security Specialist	1
	4	Dean of Counseling & Student Services	1
	4	Dean of Language and Literature	1
	4	Dental Assisting Adjunct Assistant Professor	1
	4	Diesel Mechanics Technology Adjunct Assistant Professor	1
	4	Director of Human Resources and Support Programs	1
	4	Director I of Application Services	1
	4	Director IV of Workforce Development	1
	4	Director V of Degree Planning Initiatives	2
	4	Director VII of Special Populations	1
	4	Drafting CADD Adjunct Assistant Professor	1
	4	Early Childhood Education Assistant Professor	1
	4	Educational Center Clerk	1
	4	EMT/Instructional Assistants	1



# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	English as a Second Language Adjunct Assistant Professor	1
	4	Ethnic Studies Assistant Professor	1
	4	Extended Opportunity Programs and Services Counselor	1
	4	Facilities Maintenance-Transportation Supervisor	1
	4	Financial Aid Clerk II	2
	4	Financial Aid Officer	2
	4	Fire Technology Adjunct Assistant Professor	1
	4	Grant Coordination Clerk	1
	4	Head Groundskeeper	1
	4	Hospitality Management / Culinary Arts Assistant Professor	1
	4	Information Technology Business/Technical Analyst I	1
	4	Information Technology Business/Technical Analyst II	1
	4	Information Technology Network Administrator Analyst I	1
	4	Instructional Assistant - Music	1
	4	Instructional Assistant - Photography	1
	4	Instructional Assistant-Art	1
	4	Instructional Assistant-Arts, Media, and Entertainment	1
	4	Instructional Assistant-Chemistry	1
	4	Instructional Assistant-Learning Resources-Writing Center	1
	4	Instructional Services Assistant II	1
	4	IT Systems/Database Administrator Analyst II	1
	4	Laboratory Technician-Construction	1
	4	Laboratory Technician-Science	3
	4	Lead Laboratory Technician-Mechanics	1
	4	Lead Maintenance Electronic/Alarm Technician	1
	4	Librarian Adjunct Assistant Professor	1
	4	Library Technician	1
	4	Maintenance Electrician	1
	4	Maintenance HVAC Mechanic	2
	4	Maintenance Plumber	1
	4	Music Assistant Professor-Instrumental	1
	4	Nursing RN Assistant Professor -Medical Surgical Focus	2
	4	Outreach Specialist	1
	4	Payroll Technician	1
	4	Philosophy Assistant Professor	1
	4	Physical Education Adjunct Assistant Professor	1

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

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>			
Los Rios Community College District	4	Physics/Astronomy Adjunct Assistant Professor	1
	4	Police Cadet to Officer Program	1
	4	Police Captain	1
	4	Police Communication Dispatcher	3
	4	Police Detective	1
	4	Police Officer	2
	4	Printing Services Operator II	1
	4	Project Director for TRIO Educational Talent Search	1
	4	Project Director for TRIO Student Support Services -Regular/STE	1
	4	Psychology Assistant Professor	3
	4	Purchasing Supervisor	1
	4	Research Analyst	1
	4	Senior Buyer/Contract Specialist	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Senior IT Technician - Lab/Area Microcomputer Support	1
	4	Special Populations Counselor	1
	4	Special Projects External Events Coordinator	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects - Work-Based Learning and Job Readiness Specialist	1
	4	Special Projects-Education Coach II	1
	4	Special Projects-External Events Coordinator	1
	4	Student Personnel Assistant - Contract Education	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Internship Developer	1
	4	Student Personnel Assistant - Student Services	1
	4	Student Personnel Assistant-Career & Job Opportunity Services	1
	4	Student Personnel Assistant-Disabled Student Programs and Services	1
	4	Student Personnel Assistant-Internship Developer	1
	4	Student Personnel Assistant-Outreach Services	1
	4	Student Personnel Assistant-Student Services	1
	4	Student Personnel Assistant-Temporary Assistance to Needy Families	1
	4	Student Support Specialist	2
	4	Student Support Supervisor	2
	4	Sustainability Projects Coordinator	1
	4	Vice President of Student Services	1
Milgard Manufacturing	1	Warehouse Worker	20

# SETA- Employer Activity Report

The following is an update of information as of June 17, 2022

EMPLOYER	CRITICAL CLUSTER	JOB	# 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>			
Modern Waste Solutions	9	Warehouse	3
More Than A Mailbox	9	Sales Associate	2
New Beginnings for Exceptional People	6	In-Home Attendant	1
Pacful, Inc.	9	Deliver Driver	1
	9	Order Puller/ Warehouse Associate	1
Packaging Corporation of America	1	Assistant Machine Operator	1
	1	General Labor Helper	5
	1	Machine Operator	1
Rite Aid Headquarters Corp	9	Shift Supervisor	1
Sacramento Asian Pacific Chamber of Commerce	9	Grants Finance Compliance Analyst	1
Sacramento LGBT Community Center	9	Chief Development & External Affairs Officer	1
Safety Center Inc	6	ADP Counselor	1
	9	Program Staff	1
	4	WPS Instructor	1
Soesbe Financial	9	Administrative Assistant	1
Southgate Recreation & Park District	9	Senior Recreation Leader	3
United Rentals	4	Power & HVAC Mechanic	1
Walmart	9	Power Equipment Operator	1
	9	Warehouse Associate	20
Women's Empowerment	9	Safety Monitor	1
<b>Total</b>			<b>580</b>

ITEM IV-C– INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

# Dislocated Worker Information PY 2021/2022

The following is an update of information as of June 17, 2022

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Sacramento Mattress King</b> 4160 14th Avenue Sacramento, CA 95820	Manufacturing/Distribution	7/4/2021	Temporary	30	Sacramento, CA	Yes	N
<b>Bag King</b> 230 Palladio Parkway #1217 Folsom, CA 95630	Retail	7/12/2021	Permanent	12	Folsom, CA	Yes	N
<b>Manuel Joseph Appliance Center</b> 4711 Northgate Blvd. Sacramento, CA 958348/04	Retail	8/4/2021	Permanent	14	Sacramento, CA	Yes	N
<b>Disney Store</b> 1689 Arden Way Sacramento, CA 95815	Retail	9/30/2021	Permanent	20	Sacramento, CA	Yes	N
<b>Fortuna BMC</b> 3140 Peace Keeper Way McClellan, CA 95652	Payroll Management	11/20/2021	Rescinded	217	Sacramento, CA	Yes	N
<b>Central Freight Lines, Inc.</b> 3610 52nd Avenue Sacramento, CA 95823	Transportation	12/17/2021	Permanent	8	Sacramento, CA	Yes	N
<b>VSP</b> 3333 Quality Dr. Rancho Cordova, CA 95670	Health Insurance	12/31/2021	Permanent	13	Sacramento, CA	Yes	N
<b>United States Cold Storage of California</b> 3100 52nd Avenue Sacramento, CA 95823	Warehouse	1/31/2022	Permanent	18	Sacramento, CA	Yes	N
<b>JOON Café</b> 5401 H Street Sacramento, CA 95814	Restaurant	2/11/2022	Permanent	8	Sacramento, CA	Yes	N
<b>Hospital Couriers LLC dba Service Contract Facilities</b> 2500 Marconi Ave. Ste. 212 Sacramento, CA 95821	Transportation	2/28/2022	Permanent	8	Sacramento, CA	Yes	N
<b>Rite Aid</b> 831 K Street Sacramento, CA 95811 2211 F Street Sacramento, CA 95811	Pharmacy and Wellness Retailer	3/4/2022	Permanent	20	Sacramento, CA	Yes	N
<b>Emerald Textiles, LLC</b> 8360 Belvedere Ave. Sacramento, CA 95826	Healthcare Laundry	3/27/2022	Permanent	112	Sacramento, CA	Yes	N
<b>Charming Charlie</b> 330 Palladio Pkwy Folsom, CA 95630	Jewelry and Clothing Retailer	3/30/2022	Permanent	22	Sacramento, CA	Yes	N
<b>Party Concierge</b> 601 North 10th Street Sacramento, CA 95814	Event Décor and Design	4/30/2022	Permanent	12	Sacramento, CA	Yes	N
<b>Meriliz Inc. dba Dome Printing</b> 2031 Dome Lane Sacramento, CA 95652	Commerical Design and Printer	5/1/2022	Rescinded	-31	Sacramento, CA	Yes	N

# Dislocated Worker Information PY 2021/2022

The following is an update of information as of June 17, 2022

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Vestra Labs-Serna Center</b> 5735 47th Avenue Sacramento, CA 95824	Healthcare	5/30/2022	Permanent	72	Sacramento, CA	No	N
<b>LOFT Outlet</b> Sacramento, CA	Retail	5/31/2022	Permanent	12	Sacramento, CA	Yes	N
<b>Senate Rules</b> Sacramento, CA	Government	6/5/2022	Permanent	80	Sacramento, CA	No	N
<b>Silgan Containers</b> 6200 Franklin Blvd. Sacramento, CA 95824	Manufacturing	8/15/2022	Temporary	58	Sacramento, CA	No	N
<b>TOTAL</b>				<b>705</b>			

ITEM IV-D- INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of May was 2.9%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

PRESENTER: Roy Kim

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Labor Market Information Division  
2901 50th Street  
Sacramento, CA 95817

Contact: Cara Welch  
(916) 227-0298

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**  
**Total wage and salary jobs up 4,400 over the month; 45,300 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 2.9 percent in May 2022, down from a revised 3.3 percent in April 2022, and below the year-ago estimate of 6.5 percent. This compares with an unadjusted unemployment rate of 3.4 percent for California and 3.4 percent for the nation during the same period. The unemployment rate was 2.4 percent in El Dorado County, 2.1 percent in Placer County, 3.1 percent in Sacramento County, and 2.8 percent in Yolo County.

**Between April 2022 and May 2022**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 4,400 to total 1,060,700 jobs.

- Employment in education and health services continued to trend up in May, adding 1,600 jobs. Healthcare and social assistance (up 1,500 jobs) was responsible for 94 percent of the growth.
- Government employment increased for the third consecutive month, picking up 1,600 jobs. Gains were reported in local government (up 1,100 jobs), state government (up 400 jobs), and federal government (up 100 jobs).
- Leisure and hospitality rose by 700 jobs from April to May. Accommodation and food services was responsible for the growth. This is the fourth consecutive month of job expansion for this industry.
- Meanwhile, three industries reported month-over job decline led by professional and business services (down 300 jobs), financial activities (down 200 jobs), and trade, transportation, and utilities (down 100 jobs).

**Between May 2021 and May 2022**, total jobs in the region increased by 45,300 or 4.5 percent.

- Leisure and hospitality led year-over job expansion for the region by adding 13,100 jobs. Gains occurred in accommodation and food services (up 9,500 jobs) and arts, entertainment, and recreation (up 3,600 jobs).
- Education and health services reported an additional 7,900 jobs compared to a year ago, with job additions in healthcare and social assistance (up 7,500 jobs) and educational services (up 400 jobs).
- Trade, transportation, and utilities grew by 7,100 jobs since last May. The largest gain was in transportation, warehousing, and utilities, which added 4,100 jobs. Gains were also reported in retail trade (up 2,300 jobs) and wholesale trade (up 700 jobs).

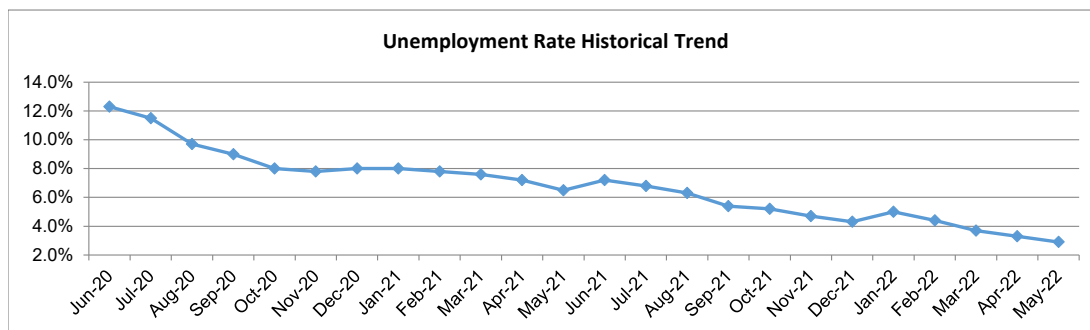


- Employment in government rose by 6,100 jobs. Within the industry, increases occurred in local government (up 4,100 jobs) and state government (up 2,000 jobs).

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 2.9 percent in May 2022, down from a revised 3.3 percent in April 2022, and below the year-ago estimate of 6.5 percent. This compares with an unadjusted unemployment rate of 3.4 percent for California and 3.4 percent for the nation during the same period. The unemployment rate was 2.4 percent in El Dorado County, 2.1 percent in Placer County, 3.1 percent in Sacramento County, and 2.8 percent in Yolo County.



Industry	Apr-2022	May-2022	Change		May-2021	May-2022	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,056,300	1,060,700	4,400		1,015,400	1,060,700	45,300
Total Farm	9,100	9,500	400		9,400	9,500	100
Total Nonfarm	1,047,200	1,051,200	4,000		1,006,000	1,051,200	45,200
Mining, Logging, and Construction	78,200	78,600	400		75,400	78,600	3,200
Mining and Logging	700	700	0		700	700	0
Construction	77,500	77,900	400		74,700	77,900	3,200
Manufacturing	37,800	38,100	300		37,000	38,100	1,100
Trade, Transportation & Utilities	168,400	168,300	(100)		161,200	168,300	7,100
Information	10,300	10,300	0		10,000	10,300	300
Financial Activities	52,100	51,900	(200)		51,200	51,900	700
Professional & Business Services	140,700	140,400	(300)		136,600	140,400	3,800
Educational & Health Services	175,100	176,700	1,600		168,800	176,700	7,900
Leisure & Hospitality	103,700	104,400	700		91,300	104,400	13,100
Other Services	35,200	35,200	0		33,300	35,200	1,900
Government	245,700	247,300	1,600		241,200	247,300	6,100

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)

June 17, 2022

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

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2021 Benchmark

Data Not Seasonally Adjusted

	May 21	Mar 22	Apr 22 Revised	May 22 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,089,600	1,130,300	1,116,200	1,115,200	-0.1%	2.3%
Civilian Employment	1,018,400	1,088,200	1,079,800	1,083,200	0.3%	6.4%
Civilian Unemployment	71,200	42,200	36,400	31,900	-12.4%	-55.2%
Civilian Unemployment Rate	6.5%	3.7%	3.3%	2.9%		
(CA Unemployment Rate)	7.6%	4.3%	3.9%	3.4%		
(U.S. Unemployment Rate)	5.5%	3.8%	3.3%	3.4%		

Total, All Industries (2)	1,015,400	1,050,400	1,056,300	1,060,700	0.4%	4.5%
Total Farm	9,400	8,100	9,100	9,500	4.4%	1.1%
Total Nonfarm	1,006,000	1,042,300	1,047,200	1,051,200	0.4%	4.5%
Total Private	764,800	797,700	801,500	803,900	0.3%	5.1%
Goods Producing	112,400	114,800	116,000	116,700	0.6%	3.8%
Mining, Logging, and Construction	75,400	76,900	78,200	78,600	0.5%	4.2%
Mining and Logging	700	700	700	700	0.0%	0.0%
Construction	74,700	76,200	77,500	77,900	0.5%	4.3%
Construction of Buildings	14,700	16,300	16,800	17,000	1.2%	15.6%
Specialty Trade Contractors	52,000	50,500	51,200	51,600	0.8%	-0.8%
Building Foundation & Exterior Contractors	14,800	14,100	14,400	14,800	2.8%	0.0%
Building Equipment Contractors	21,100	20,500	20,700	20,900	1.0%	-0.9%
Building Finishing Contractors	10,800	10,900	11,100	11,200	0.9%	3.7%
Manufacturing	37,000	37,900	37,800	38,100	0.8%	3.0%
Durable Goods	23,300	23,600	23,500	23,600	0.4%	1.3%
Computer & Electronic Product Manufacturing	4,400	4,400	4,400	4,400	0.0%	0.0%
Nondurable Goods	13,700	14,300	14,300	14,500	1.4%	5.8%
Food Manufacturing	4,900	5,400	5,500	5,600	1.8%	14.3%
Service Providing	893,600	927,500	931,200	934,500	0.4%	4.6%
Private Service Providing	652,400	682,900	685,500	687,200	0.2%	5.3%
Trade, Transportation & Utilities	161,200	169,100	168,400	168,300	-0.1%	4.4%
Wholesale Trade	26,500	26,800	27,100	27,200	0.4%	2.6%
Merchant Wholesalers, Durable Goods	15,500	15,900	16,300	16,400	0.6%	5.8%
Merchant Wholesalers, Nondurable Goods	9,600	9,600	9,600	9,600	0.0%	0.0%
Retail Trade	99,600	102,900	102,200	101,900	-0.3%	2.3%
Motor Vehicle & Parts Dealer	14,400	14,900	14,900	14,900	0.0%	3.5%
Building Material & Garden Equipment Stores	9,900	9,300	9,300	9,400	1.1%	-5.1%
Grocery Stores	20,100	19,800	19,700	19,800	0.5%	-1.5%
Health & Personal Care Stores	5,600	6,000	6,000	5,900	-1.7%	5.4%
Clothing & Clothing Accessories Stores	5,600	6,400	6,400	6,400	0.0%	14.3%
Sporting Goods, Hobby, Book & Music Stores	3,500	4,000	3,900	4,000	2.6%	14.3%
General Merchandise Stores	19,600	20,700	20,600	20,200	-1.9%	3.1%
Transportation, Warehousing & Utilities	35,100	39,400	39,100	39,200	0.3%	11.7%
Information	10,000	10,300	10,300	10,300	0.0%	3.0%
Publishing Industries (except Internet)	2,100	2,100	2,100	2,100	0.0%	0.0%
Telecommunications	2,800	2,700	2,700	2,700	0.0%	-3.6%
Financial Activities	51,200	52,100	52,100	51,900	-0.4%	1.4%
Finance & Insurance	34,100	34,600	34,500	34,200	-0.9%	0.3%
Credit Intermediation & Related Activities	10,800	10,500	10,500	10,400	-1.0%	-3.7%
Depository Credit Intermediation	5,600	5,500	5,400	5,400	0.0%	-3.6%
Nondepository Credit Intermediation	2,700	2,600	2,600	2,600	0.0%	-3.7%
Insurance Carriers & Related	19,900	20,600	20,600	20,500	-0.5%	3.0%
Real Estate & Rental & Leasing	17,100	17,500	17,600	17,700	0.6%	3.5%
Real Estate	14,000	14,600	14,600	14,700	0.7%	5.0%
Professional & Business Services	136,600	140,400	140,700	140,400	-0.2%	2.8%
Professional, Scientific & Technical Services	60,100	60,600	61,400	60,900	-0.8%	1.3%
Architectural, Engineering & Related Services	10,500	10,900	11,100	11,000	-0.9%	4.8%
Management of Companies & Enterprises	13,600	13,400	13,400	13,500	0.7%	-0.7%
Administrative & Support & Waste Services	62,900	66,400	65,900	66,000	0.2%	4.9%
Administrative & Support Services	59,900	63,000	62,500	62,600	0.2%	4.5%
Employment Services	20,400	23,100	22,800	22,800	0.0%	11.8%

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2021 Benchmark

Data Not Seasonally Adjusted

	May 21	Mar 22	Apr 22 Revised	May 22 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	18,700	19,200	19,600	19,600	0.0%	4.8%
Educational & Health Services	168,800	173,800	175,100	176,700	0.9%	4.7%
Education Services	12,400	12,700	12,700	12,800	0.8%	3.2%
Health Care & Social Assistance	156,400	161,100	162,400	163,900	0.9%	4.8%
Ambulatory Health Care Services	56,400	59,800	60,400	61,200	1.3%	8.5%
Hospitals	25,600	26,000	26,200	26,300	0.4%	2.7%
Nursing & Residential Care Facilities	16,600	17,000	17,100	17,200	0.6%	3.6%
Leisure & Hospitality	91,300	102,400	103,700	104,400	0.7%	14.3%
Arts, Entertainment & Recreation	12,300	15,600	15,900	15,900	0.0%	29.3%
Accommodation & Food Services	79,000	86,800	87,800	88,500	0.8%	12.0%
Accommodation	6,500	7,900	8,100	8,000	-1.2%	23.1%
Food Services & Drinking Places	72,500	78,900	79,700	80,500	1.0%	11.0%
Restaurants	69,300	74,800	75,700	76,500	1.1%	10.4%
Full-Service Restaurants	28,600	32,200	33,200	34,000	2.4%	18.9%
Limited-Service Eating Places	40,700	42,600	42,500	42,500	0.0%	4.4%
Other Services	33,300	34,800	35,200	35,200	0.0%	5.7%
Repair & Maintenance	10,600	11,000	11,100	11,200	0.9%	5.7%
Government	241,200	244,600	245,700	247,300	0.7%	2.5%
Federal Government	14,400	14,300	14,300	14,400	0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	226,800	230,300	231,400	232,900	0.6%	2.7%
State Government	127,200	127,900	128,800	129,200	0.3%	1.6%
State Government Education	30,800	30,200	30,600	30,800	0.7%	0.0%
State Government Excluding Education	96,400	97,700	98,200	98,400	0.2%	2.1%
Local Government	99,600	102,400	102,600	103,700	1.1%	4.1%
Local Government Education	54,400	57,400	57,300	58,100	1.4%	6.8%
Local Government Excluding Education	45,200	45,000	45,300	45,600	0.7%	0.9%
County	19,000	19,200	19,100	19,100	0.0%	0.5%
City	9,800	9,600	9,800	9,900	1.0%	1.0%
Special Districts plus Indian Tribes	16,400	16,200	16,400	16,600	1.2%	1.2%

**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 916-227-0298 or Sheila Stock 916-651-5914

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**  
**May 2022 - Preliminary**  
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,191,200</b>	<b>18,530,500</b>	<b>660,700</b>	<b>3.4%</b>
ALAMEDA	12	822,500	802,000	20,500	2.5%
ALPINE	50	440	420	20	5.2%
AMADOR	27	14,450	13,960	480	3.3%
BUTTE	28	92,600	89,500	3,100	3.4%
CALAVERAS	14	21,680	21,100	580	2.7%
COLUSA	57	11,130	10,180	940	8.5%
CONTRA COSTA	14	549,300	534,400	14,900	2.7%
DEL NORTE	39	9,330	8,950	380	4.0%
EL DORADO	9	92,500	90,200	2,200	2.4%
FRESNO	50	454,700	431,000	23,700	5.2%
GLENN	41	12,610	12,100	520	4.1%
HUMBOLDT	22	59,800	58,000	1,700	2.9%
IMPERIAL	58	68,500	60,700	7,800	11.4%
INYO	14	8,270	8,040	230	2.7%
KERN	54	384,400	361,300	23,200	6.0%
KINGS	53	56,700	53,500	3,200	5.6%
LAKE	38	28,490	27,400	1,090	3.8%
LASSEN	19	9,080	8,820	260	2.8%
LOS ANGELES	46	5,007,400	4,784,400	222,900	4.5%
MADERA	49	63,600	60,500	3,100	4.9%
MARIN	2	129,900	127,600	2,300	1.8%
MARIPOSA	35	7,000	6,750	250	3.6%
MENDOCINO	22	37,440	36,350	1,090	2.9%
MERCED	55	116,800	109,500	7,300	6.2%
MODOC	28	3,280	3,170	110	3.4%
MONO	19	8,680	8,440	240	2.8%
MONTEREY	44	218,100	208,500	9,600	4.4%
NAPA	7	70,800	69,200	1,600	2.3%
NEVADA	12	46,820	45,660	1,160	2.5%
ORANGE	9	1,581,400	1,543,000	38,400	2.4%
PLACER	5	192,000	188,000	4,000	2.1%
PLUMAS	48	7,510	7,170	350	4.6%
RIVERSIDE	28	1,148,600	1,110,100	38,500	3.4%
SACRAMENTO	25	722,000	699,500	22,500	3.1%
SAN BENITO	39	32,500	31,300	1,300	4.0%
SAN BERNARDINO	28	1,005,100	971,100	34,000	3.4%
SAN DIEGO	14	1,576,700	1,534,600	42,100	2.7%
SAN FRANCISCO	4	566,800	556,100	10,700	1.9%
SAN JOAQUIN	42	338,200	323,500	14,600	4.3%
SAN LUIS OBISPO	5	137,700	134,800	2,900	2.1%
SAN MATEO	1	448,400	440,700	7,600	1.7%
SANTA BARBARA	9	224,300	218,900	5,400	2.4%
SANTA CLARA	2	1,037,600	1,018,600	19,100	1.8%
SANTA CRUZ	35	134,800	129,900	4,900	3.6%
SHASTA	28	73,400	70,900	2,500	3.4%
SIERRA	24	1,340	1,300	40	3.0%
SISKIYOU	42	16,250	15,550	700	4.3%
SOLANO	33	199,200	192,200	7,000	3.5%
SONOMA	7	247,300	241,800	5,600	2.3%
STANISLAUS	46	239,500	228,800	10,800	4.5%
SUTTER	52	46,100	43,600	2,500	5.4%
TEHAMA	37	25,240	24,300	940	3.7%
TRINITY	26	4,410	4,270	140	3.2%
TULARE	56	208,200	194,700	13,500	6.5%
TUOLUMNE	33	19,930	19,240	690	3.5%
VENTURA	14	410,700	399,700	11,000	2.7%
YOLO	19	108,700	105,600	3,100	2.8%
YUBA	44	31,100	29,800	1,400	4.4%

**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 2021 benchmark and Census Vintage 2021 population controls at the state level.

## ITEM IV–E– INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

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

Staff will provide an update on the process of re-opening Head Start centers. Staff will be available to answer questions.

PRESENTER: Denise Lee



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – April 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Head Start and Early Head Start Center-based	3 centers <ul style="list-style-type: none"> <li>• Morey Avenue</li> <li>• Oakdale</li> <li>• Village</li> </ul> 4 classes 18 children's files <ul style="list-style-type: none"> <li>• 10 Head Start</li> <li>• 8 Early Head Start</li> </ul>	April 1-29, 2022	<b>Comprehensive Review</b>  <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI is comprised of 21 monitoring checklists representing performance indicators aligned with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

### **Highlighted Program Strengths and Positive Observations:**

- There is documentation and case management to demonstrate that services are being provided to children with disabilities.
- There is evidence that children are screened/rescreened when failed (within 30 days) for Ages and Stages Questionnaire and/or Social-Emotional screenings. There is strong follow-up and it is evident that intervention services are being provided for children who fail the screenings.
- IEP/IFSP's are integrated into the classroom lesson plans. Documentation demonstrates involvement of teachers and Special Education staff with parents.
- Classes are fully enrolled and attendance is high. Children seem very comfortable in their classroom and materials are readily accessible to them. Drop off/pickups are very warm, welcoming, and organized.
- There is evidence in the files that incorporate parent/guardian's information with the child's typical behavior to support individualized learning in the classroom.
- Family Partnership Agreements (FPA) are complete, detailed and show ongoing communication with families. It was evident that the program was setting goals with individual families, conducting quarterly follow-ups, and providing resources to families. The case management was exceptional and noted on FPA/Family contact notes.
- Determination dates for health and dental were persistently marked (stamped) on collected health records, that also matched dates entered into ChildPlus. There was evidence of ongoing reminders sent to parent/guardian(s) for missing health records.
- Program has a comprehensive system in place that accommodates medical and preference diets for children enrolled in the program. The system includes comprehensive screening and collaboration with the parent and staff to create a customized diet.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>Enrollment and Eligibility File Review</b> (Eligibility, Enrollment and Attendance)	99%	No significant noted findings.
<b>Education File Review and Classroom Observation</b> (Screenings, Referrals, Follow-up, Individual Education Plans, Classroom Observation)	89%	<ul style="list-style-type: none"> <li>- Some developmental and social/emotional screenings were not completed within 45 days</li> <li>- Several Early Head Start children were not transitioned to Head Start on/round their 3<sup>rd</sup> birthday</li> <li>- Not all files were clean, well-organized</li> <li>- Contents of file did not match Childplus data entry</li> <li>- Safety/supervision protocols were not followed at all times</li> </ul>
<b>Safe Environments</b> (Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)	98%	No significant noted findings.
<b>Disabilities Services</b> (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	100%	No significant noted findings.
<b>Family and Community Engagement</b> (Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)	96%	No significant noted findings.
<b>Nutrition</b> (Nutrition Tracking and Follow-up)	85%	<ul style="list-style-type: none"> <li>- Some files did not contain signed authorization forms to screen children</li> <li>- Not all screenings and immunizations were up to date for child's age</li> <li>- Contents of file did not match Childplus</li> </ul>
<b>Meal Service</b> (Menus, Meals and Special Diets)	96%	No significant noted findings.
<b>Health</b> (Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)	94%	No significant noted findings.
<b>Program Design and Management Human Resources</b> (Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)	99%	No significant noted findings.

\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

#### **Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.





# Seta Head Start

## Food Service Operations Monthly Report

### May, 2022

5/12/22 - Crossroads Class M closed due to staffing issues.  
 Nedra Class W closed due to staffing issues.  
 LaVerne closed due to staffing issues.

5/13/22 - Home Base had a field trip 150 meals were prepared.

5/16/22 - Bright Beginnings Class W closed due to staffing issues.  
 LaVerne closed due to staffing issues.

5/17/22 - Kennedy closed due to staffing issues.  
 North Ave Class B closed due to staffing issues.  
 Elkhorn Class B closed due to staffing issues.

5/18/22 - Grizzly Hollow EHS Class closed due to staffing issues.

5/19/22 - Bannon Creek Class B closed due to staffing issues.  
 LaVerne closed due to staffing issues.  
 Elkhorn Classes C & D closed due to staffing issues.

5/23/22 - Sharon Neese Class V closed due to staffing issues.

#### Meetings:

5/20/22 - Food Service Department had a All Staff Meeting.

	Lunch	PM Snack	Breakfast	Field Trips
	37,916	31,358	32,166	1
<b>Total Amount of Meals and Snacks Prepared</b>				<b>101,440</b>

#### Purchases:

Food	\$124,831.51
Non - Food	\$31,523.21

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$1,020.08
Vehicle Gas / Fuel:	\$2,867.95
Normal Delivery Days	20

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**May 2022**

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>	1756	181	<b>10%</b>	589	138	<b>23%</b>
<b>Twin Rivers USD</b>	140	47	<b>34%</b>	40	9	<b>23%</b>
<b>Elk Grove USD</b>	440	57	<b>13%</b>			
<b>Sac City USD</b>	736	51	<b>7%</b>			
<b>San Juan USD</b>	1052	126	<b>12%</b>	160	21	<b>13%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>EHS CCP</b>				80	14	<b>18%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>471</b>	<b>11%</b>	<b>869</b>	<b>182</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
May 2022**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (5/31/22)</b>	<b>(b) % Actual to Funded</b>
Elk Grove USD	440	410	93%
Sacramento City USD	736	488	66%
SETA	1,736	1,564	90%
San Juan USD	1,044	776	74%
Twin Rivers USD	160	157	98%
WCIC/Playmate	120	95	79%
<b>Total</b>	<b>4,236</b>	<b>3,490</b>	<b>82%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (5/31/22)</b>	<b>(b) % Actual to Funded</b>
SETA	652	559	86%
San Juan USD	164	151	92%
TRUSD	56	53	95%
<b>Total</b>	<b>872</b>	<b>763</b>	<b>86%</b>

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.  
(b) If enrollment is less than 100%, agency includes corrective plan of action.

## **Reasons for Program Under Enrollment**

### ***SETA***

- Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Florin; Spinelli; Strizek - totaling 88 enrollment slots.
- Resignation(s) in the following positions that support classroom ratio and/or enrollment: Family Services Worker (1); Teacher (1); LT/IT (1); Home Visitors (4).
- Waiting list exhausted or remaining families on waitlist do not meet income eligibility at the following sites: American Legion, Bright Beginnings, Illa Collin, Nedra Court, Solid Foundation, and Walnut Grove.
- Home Base option has experienced waitlisted families preferring to remain on waitlist for center-based option, when preferred location(s) are fully enrolled.

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

- William Daylor Elementary school in the 95828 area is closed due to limited number of interested families and staffing shortage. Classroom have a cap of 20 students with one teacher and two paraeducators.
- Elk Grove Unified School District is seeing under enrollment of students mostly in the 95823 area. Prairie, Reith, and Mack have a combined total of 11 dropped students.
- There is an up-tick with families transitioning out of preschool and signed up for TK in a different area code such as 95757 or 95758.

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

- There has been a lack of recruitment efforts due to certain union guidelines and regulations, that inhibit the request for certificated or classified staff to work beyond their contracted days or hours.
- Central office staff have taken on multi-responsibilities, that impacts the ability to participate in recruitment efforts.
- Class(es) were capped at the following locations which left 36% of slots unfilled: John Cabrillo, Mark Twain, Susan B. Anthony, Rm. 20.
- Due to the staff shortage and brief period remaining in this school year, enrolment applications will only be accepted for 2022-2023 school year.
- Backlog with processing enrollments were due to loss of 50% of Child Development Specialist (CDS) through retirement, layoffs or transitioning to other employment.

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

- The majority of families that submit Preschool Eligibility List (PEL) are over income and ineligible for our programs. With the recent addition of SNAP benefits as a qualifier for eligibility, we are seeing a very small increase in the number of eligible families.
- We continue to have a large number of staff absences, and a limited number of substitutes to fill vacancies and to maintain ratio for licensing.
- Classroom(s) continued to be closed or capped due to limited staff. at the following sites: Colman, General Davie.

### ***Twin Rivers USD***

- Remaining families from waiting list expressed interest in enrolling 2022-2023 program year.

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

- Remaining families from waiting list expressed interest in enrolling 2022-2023 program year.

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

#### ***SETA***

- The marketing campaign of Head Start commercial aired on Comcast Cable channels, received thus far 987 views, over 25, 000 advertisement clicks led to 1,558 visits to the SETA Head Start enrollment web page.
- Presentation on Head Start eligibility and services to the following community partners: International Kids Day Festival: Independent Living Program Community Meeting. Website for On-line Inquiry added a dedicated enrollment phone line to ensure families receive consistent return calls when there are questions on next steps after submitting pre-application.
- Community Partners are now assigned to a signal point of contact when referring families, to ensure information is consistent on how to access recruitment website and upload documents for enrollment.
- Onboarding of (3) Teacher Assistant; (1) Associate Teacher, and (1) Family Services Worker, which resulted from recruitment through employment postings/virtual recruitment, job announcements on SETA Career webpage of vacant positions.

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

- Ongoing recruitment efforts to fill Paraeducators and Enrollment Technician positions.
- Continuing to advertise our programs through the district website.
- Enrollment packet placed online for easy access for potential new families.

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

- Although, there was no onboarding of new staff last month, staff placed on modified duty was assigned to assist in the enrollment center.
- Sacramento City Unified School District, Early Learning & Care Department participated in SCUS recruitment fairs.
- Staff member participated in community event “I Love My Community Day” to hand out flyers.

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

- With the recent addition of SNAP benefits as a qualifier for eligibility, we are seeing a slight increase in the number of eligible families.
- Our registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events to share information about our programs and assist them with completing PEL's.
- HR department hosted hiring events to fill our vacancies. In our front offices, we post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district.
- AFST's are traveling to schools in other regions of our district to enroll families who have transportation issues and to meet with new families.
- Enrollment flyers, translated in different languages in district wide staff and family newsletters.
- Meeting with the San Juan communications team in mid-June to work on a plan for increasing our presence through banners and advertisements across the district.

***Twin Rivers USD***

- Posting on social media and mailed recruitment postcards to zip codes with low waiting list.

***WCIC/Playmate***

- Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and WIC.

## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Interim Executive Director's Report also allows the opportunity for the SETA Interim Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS' REPORT: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.