



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

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(916) 263-3800

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(916) 263-3804

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

DATE: Thursday, November 3, 2022

TIME: 10:00 a.m.

LOCATION: Zoom Location

<https://us02web.zoom.us/j/81554892458?pwd=SDiCaVErZDdvQ2lmd0VRWmUvSk11Zz09>

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/81554892458?pwd=SDiCaVErZDdvQ2lmd0VRWmUvSk11Zz09>. 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,,81554892458# US (San Jose). Meeting ID: 815 5489 2458. Passcode: 902483. Find your local number: <https://us02web.zoom.us/j/81554892458?pwd=SDiCaVErZDdvQ2lmd0VRWmUvSk11Zz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: 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. 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.

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”

II.	<u>Consent Items</u>	<u>Page Number</u>
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III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA:	
1.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING</u> Approval of Revisions to the Hourly Rate of Pay for the Head Start Substitute Teacher Assistant and On-Call Cook/Driver Classifications	15
2.	Election of Officers of the Sacramento Employment and Training Agency Governing Board	16
3.	Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber (D'et Saurbourne)	17
4.	Approval to Release a Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects (Denise Lee)	18-19
B.	WORKFORCE DEVELOPMENT DEPARTMENT <u>Community Services Block Grant:</u> No Items <u>One Stop Services:</u> No Items <u>Refugee Services:</u> No Items	
C.	CHILDREN AND FAMILY SERVICES: No Items	

IV. Information Items

- | | | |
|----|---|-------|
| A. | Fiscal Monitoring Reports (D'et Saurbourne) | 20-36 |
| | <ul style="list-style-type: none">• Asian Resources, Inc.• Elk Grove Unified School District Adult and Community Education• Lao Family Community Development• My Sister's House• PRIDE Industries• Waking the Village• WIND Youth Services, Inc.• Women's Civic Improvement Club | |
| B. | Employer Success Stories and Activity Report (William Walker) | 37-43 |
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| D. | Unemployment Update/Press Release from the Employment Development Department (Roy Kim) | 46-51 |
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V. Reports to the Board

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

VII. Adjournment

DISTRIBUTION DATE: Thursday, October 27, 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 OCTOBER 6, 2022
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 6, 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, October 6, 2022
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:00 a.m. The roll was called and a quorum was confirmed.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (*joined at 10:03 a.m.*)

Members Absent:

II. Consent Items

- A. Approval of Minutes of the September 1, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. 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
- D. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2023
- F. Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

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

- A. Approval of Minutes of the September 1, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 8/24/2022 to 9/30/2022
- C. 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

- D. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2023
- F. Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA: No Items

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services:

1. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation 5.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source

Mr. Kim reviewed we will be submitting an application of \$150,000 for the region. The focus is on regional organizing and capacity building activities.

Moved/Scherman, second/Vang, to approve the submission of an application for \$150,000 to the CWDB for WIOA Regional Plan Implementation 5.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Social Services

Ms. Lee stated items C1 and C2 are similar, going to separate state departments. This is for annual refunding applications going to the California Department of Social Services (Item C1) and the California Department of Education (Item C2). This annual refunding allows SETA to continue services to infants and toddlers and preschoolers. The estimated reimbursement amount for the infant and toddler program is approximately \$3.9 million and approximately \$4 million for the State Preschool Program, if funding remains flat. We will be submitting applications for the fiscal year 2023-2024 in November 2022.

2. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Education

Moved/Nottoli, second/Scherman, to approve the following items:

1. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Social Services
2. Approval to Submit Annual Refunding Application for Fiscal Year 2023-24 to the California Department of Education

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

3. Ratification of the Head Start and Early Head Start Budget Modification Submission and Approval to Carry Over Funds from Program Year 2021-2022 to Program Year 2022-2023

Ms. Lee reviewed the Office of Head Start/Administration for Children and Families asked for submissions on July 29, 2022, at which time final numbers were not completed. The item was reviewed/approved by the Governing Board in advance of final numbers. This is a ratification for budget modification of \$1.6 million for deferred maintenance. The carryover funds of \$5.2 million will extend the use of funds for an additional 12-month period. Some of the dollar difference is due to funds already being in the correct cost category, for example Contractual for delegate agencies and partners.

Mr. Nottoli asked are we able to carryover and spend the funds by the end of next year.

Ms. Lee stated we will do our very best to spend down the funds in a timely manner. There are some difficulties with the supply chain issues and lack of contractors. If we

are unable to spend down all funds there may be an opportunity to submit for an additional carryover to the 2023-2024 fiscal year.

Mr. Nottoli clarified it is not a use it or lose it situation. Ms. Lee confirmed, that is correct under current COVID-19 flexibilities.

Moved/Nottoli, second/Scherman, to approve the ratification of the budget modification submission for Head Start and Early Head Start Basic in the amount of \$1,660,000 and approve the request to carryover funds from Program Year (2021-2022) (Year 2) to Program Year 2022-2023 (Year 3) in the amount not to exceed \$5,284,025, to complete purchases, deferred maintenance projects and parent training and staff development activities

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

4. Approval of Revised Head Start Budget Modification and Carryover Request from Program Year 2020-2021 to Program Year 2022-2023

Ms. Lee reviewed this is taking Year-1 (2020-2021) funds to carryover to Year-3 (2022-2023) to complete unfinished projects. Elk Grove Unified School District is requesting to purchase and install a shade structure at Beitzel Elementary. The budget modification is to move under-spent funds to Equipment for a fixed asset purchase.

Moved/Scherman, second/Nottoli, to approve the revised Head Start budget modification and carryover request from Program Year 2020-2021 to Program Year 2022-2023 to include the purchase/installation of the shade structure for Elk Grove USD's Beitzel Elementary Head Start program

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

IV. Information Items

A. Early Childhood Education Workforce Needs Assessment for the Sacramento Region

Ms. Lee review the labor market study was done in partnership with Valley Vision, Los Rios Community College District/Center of Excellence, the City of Sacramento, Child Action, Sacramento County Office of Education and various other stakeholders. She introduced Aaron Wilcher, Director, Center of Excellence, Greater Sacramento Region.

Mr. Wilcher presented on the Early Childhood Education workforce needs assessment, summary report.

Mr. Guerra gave his appreciation for the recommendations and looks forward to seeing the progress that comes from this work.

Ms. Vang thanked Mr. Wilcher for his presentation and Valley Vision. She requested an update once the summit/conference is completed next year. Mr. Nottoli echoed the same request.

Ms. Scherman commented on how important these efforts are.

Ms. Lee stated there is a coalition coming together that will review the recommendations and keep the work moving forward.

- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report: No Questions
- D. Dislocated Worker Update:

Mr. Walker shared the Base Exchange at McClellan will be closing.

- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:

Ms. Lee shared the next vaccine and immunization clinic will be held at the Norma Johnson Early Learning Center on October 17, 2022.

V. Reports to the Board

- A. Chair: No Report
- B. Interim Executive Director: No Report
- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board:

Ms. Vang shared first annual South Sacramento job fair will be hosted on Saturday, October 8, 2022 at the Sam Pannell Community Center. She thanked Mr. Walker and his team for their recruitment efforts for the event.

- F. Public: None

VI. Adjournment: The meeting adjourned at 11:04 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Denise Lee, Interim Executive Director, has reviewed the claims for the period 9/28/2022 through 10/27/2022, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 9/28/2022 through 10/27/2022.

PRESENTER: Denise Lee

ITEM II-C-CONSENT

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 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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. 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.

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 that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment 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 officials continue to recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM II-D-CONSENT

APPROVAL TO ADD RH SQUARED CONSULTANT, LLC TO SETA'S VENDOR SERVICES LIST

BACKGROUND:

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

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

RH Squared Consulting, LLC submitted an application in response to SETA's RFQ to offer In-Service Training, Job Retention Skills, and Job Readiness/Pre-Employment Skills. After evaluating the application, SETA determined that RH Squared Consulting, LLC effectively demonstrated its ability to provide the proposed services.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation to add RH Squared Consulting, LLC to SETA's VS List.

PRESENTER: Lorena Correa

Vendor Services (VS) List **Staff Recommendation**

Applicant: RH Squared Consulting, LLC
Location: 2110 Lamego Way
 El Dorado Hills, CA 95762

Applicant's Background:

RH Squared Consulting, LLC was established in 2016 as a Workforce Development and Reentry Advocate organization. The organization provides training for various organizations focusing on clients/participants needs for life and workplace soft skills. Soft skills training is essential for first-time employees, or those needing a practical update to hone their soft skills for great workplace behaviors necessary in getting a job, keeping a job, and promoting on the job.

As an approved vendor, RH Squared Consulting, LLC will provide In-Service Training for the development of SETA and program staff, focusing on soft skills training. Job Retention and Job Readiness/Pre-Employment Skills for adults served within the Sacramento Works AJCC system.

Activity	Workshop Rate
In-Service Training*	
A. Soft Skills Essentials (6 Sections) 1. Communication 2. Problem Solving and Critical Thinking 3. Conflict Resolution 4. Workplace Ethics 5. Flexibility and Adaptability 6. Time Management	\$3,800 includes: Two instructor/facilitators 8-Hour of Training and Workbook 10-25 participants
B. Supervisor Essentials (2 Sections) 1. Communication 2. Conflict Resolution	\$2,200 includes: Two instructor/facilitators 4- Hour of Training and Workbook 10-25 participants
C. Workplace Essentials (4 Sections) 1. Problem Solving and Critical Thinking 2. Workplace Ethics 3. Flexibility and Adaptability 4. Time Management	2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook

<p>D. Basics of Soft Skills (4 Sections)</p> <ol style="list-style-type: none"> 1. Enthusiasm and Positive Attitude 2. Teamwork 3. Networking Virtual Work Etiquette <p>E. Workforce Soft Skills Fundamentals TFT (10 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Enthusiasm and Positive Attitude 3. Problem Solving and Critical Thinking 4. Conflict Resolution 5. Workplace Ethics 6. Flexibility and Adaptability 7. Time Management 8. Teamwork 9. Networking 10. Virtual Work Etiquette 	<p>10-25 participants</p> <p>\$2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook 10-25 participants</p> <p>\$6,600 includes: Two instructors/facilitators 8-Hour of Training and Workbook 10-25 Participants</p>
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Activity	Workshop Rate
Job Retention Services*	
<p>A. Soft Skills Essentials (6 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Problem Solving and Critical Thinking 3. Conflict Resolution 4. Workplace Ethics 5. Flexibility and Adaptability 6. Time Management <p>B. Core Soft Skills (2 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Conflict Resolution <p>C. Workplace Essentials (4 Sections)</p> <ol style="list-style-type: none"> 1. Problem Solving and Critical Thinking 2. Workplace Ethics 3. Flexibility and Adaptability 4. Time Management 	<p>\$3,800 includes: Two instructor/facilitators 8-Hour of Training and Workbook 10-25 participants</p> <p>\$2,200 includes: Two instructor/facilitators 4- Hour of Training and Workbook 10-25 participants</p>

<p>D. Basics of Soft Skills (4 Sections)</p> <ol style="list-style-type: none"> 1. Enthusiasm and Positive Attitude 2. Teamwork 3. Networking 4. Virtual Work Etiquette <p>E. Workforce Soft Skills Fundamentals (10 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Enthusiasm and Positive Attitude 3. Problem Solving and Critical Thinking 4. Conflict Resolution 5. Workplace Ethics 6. Flexibility and Adaptability 7. Time Management 8. Teamwork 9. Networking 10. Virtual Work Etiquette 	<p>2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook 10-25 participants</p> <p>\$2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook 10-25 participants</p> <p>\$6,600 includes: Two instructors/facilitators 8-Hour of Training and Workbook 10-25 Participants</p>
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Activity	Workshop Rate
<p>Job Readiness/Pre-Employment Skills*</p> <p>A. Core Soft Skills (2 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Conflict Resolution <p>B. Workplace Essentials (4 Sections)</p> <ol style="list-style-type: none"> 1. Problem Solving and Critical Thinking 2. Workplace Ethics 3. Flexibility and Adaptability 4. Time Management <p>C. Basics of Soft Skills (4 Sections)</p> <ol style="list-style-type: none"> 1. Enthusiasm and Positive Attitude 2. Teamwork 3. Networking 4. Virtual Work Etiquette 	<p>\$2,200 includes: Two instructor/facilitators 4- Hour of Training and Workbook 10-25 participants</p> <p>2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook 10-25 participants</p> <p>\$2,400 includes: Two instructor/facilitators 4-Hour of Training and Workbook</p>

<p>D. Workforce Soft Skills Fundamentals (10 Sections)</p> <ol style="list-style-type: none"> 1. Communication 2. Enthusiasm and Positive Attitude 3. Problem Solving and Critical Thinking 4. Conflict Resolution 5. Workplace Ethics 6. Flexibility and Adaptability 7. Time Management 8. Teamwork 9. Networking 10. Virtual Work Etiquette 	<p>10-25 participants</p> <p>\$6,600 includes: Two instructors/facilitators 8-Hour of Training and Workbook 10-25 Participants</p>
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*All services offered by RH Squared Consulting, LLC shall be subject to prior approval by SETA management.

ITEM III-A-1–ACTION

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

APPROVAL OF REVISIONS TO THE HOURLY RATE OF PAY FOR THE HEAD START SUBSTITUTE TEACHER ASSISTANT AND ON-CALL COOK/DRIVER CLASSIFICATIONS

BACKGROUND:

In order to remain competitive and maintain talent, the Agency is proposing to increase the hourly rate of pay for the Head Start Substitute Teacher Assistant and On-Call Cook/Driver classifications.

On July 7, 2022, the SETA Governing Board approved tentative agreements on a three-year contract for the three bargaining units represented by the American Federation of State, County, and Municipal Employees (AFSCME). As part of the negotiations, represented employees received an equity adjustment and/or COLA increase to assist with recruitment and retention challenges. Since temporary, on-call employees are not represented under the bargaining agreements, salary increases were not applied to the Head Start Substitute Teacher Assistant and the On-Call Cook/Driver classifications, which are both currently at minimum wage (\$15/hour).

As a result of the lower wage rate, SETA has struggled to recruit and retain qualified candidates for these two classifications. Staff is recommending the wage rate for the Head Start Substitute Teacher Assistant be aligned with the entry level (Step A) of the Associate Teacher Tier I classification, which is currently \$17.40/hour. Staff is also recommending the wage rate for the On-Call Cook/Driver classifications be aligned with the entry level (Step A) of the Head Start Cook Tier II classification, which is currently \$16.92/hour. Changes will be effective the first pay period following Governing Board action/approval at their November 3, 2022 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised hourly rate of \$17.40 per hour for the Head Start Substitute Teacher Assistant and \$16.92 per hour for the On-Call Cook/Driver classifications.

PRESENTER: D'et Saurbourne

ITEM III- A-2- ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 3, 2022.

PRESENTER: Denise Lee

ITEM III-A-3 - ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY, VEHICLE LIABILITY, UMBRELLA LIABILITY, PROPERTY, CRIME, INLAND MARINE, PROFESSIONAL LIABILITY, EMPLOYEE BENEFITS, SEXUAL/PHYSICAL ABUSE, DIRECTORS AND OFFICER'S LIABILITY, EMPLOYMENT PRACTICES LIABILITY, PARTICIPANT ACCIDENT, FLOOD, AND CYBER

BACKGROUND:

The Agency's insurance policies for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, flood, and cyber expire December 1, 2022.

SETA's broker, Arthur J. Gallagher & Co., is currently exploring various markets to secure the necessary coverage and will present an oral report at the meeting.

If final quotes are not available at the November 3, 2022 meeting, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

PRESENTER: D'et Saurbourne

ITEM III-A-4- ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR BUILDING MAINTENANCE, REPAIR AND CONSTRUCTION PROJECTS

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Children and Family Services Department (Head Start program) provides comprehensive child developmental services to low-income infants, toddlers and preschool children and their families in 39 Early Learning Centers located throughout Sacramento County. In addition to the Early Learning Centers, SETA also hosts a commercial kitchen for food services. Early Learning Centers are located in a variety of venues including community centers, churches, school campuses, and housing complexes. On an on-going basis, building maintenance, repair and construction projects are necessary for the upkeep of the centers and the commercial kitchen.

The Children and Family Services Department (CFS) has estimated and budgeted for multiple deferred maintenance projects throughout various centers. Examples include, but are not limited to, interior/exterior paint, roof repairs/replacement, siding replacement, artificial turf, cabinet/countertop replacements, concrete pathways, electronic access control/security systems, flooring replacement, HVAC systems, shade structures and fencing. Many contractors are back-logged with post-pandemic work and are often unwilling to provide quotes for services, especially if there is no guarantee for awarded work. Hence, obtaining multiple quotes for multiple center projects has proven to be exceedingly more challenging than in previous years. In addition, contractors must enter into new SETA contracts, validating insurance requirements, each time a new project is awarded. These challenges delay the commencement date and may risk contractor availability to complete the project in a timely manner, increased costs, and/or the potential expiration of funding. As a result, staff are recommending to solicit proposals and quotes for services that will result in establishing a list of qualified contractors/vendors that SETA may use for current and future building maintenance, repair and construction projects. A Request for Proposals (RFP) shall be the method utilized to procure such services. The estimated budget is \$4M over the next three years.

Procurement for building maintenance, repair and construction services will be under the guidelines of the Agency's procurement policy established to insure fair and equitable use of the Federal funds utilized for services.

ITEM III-A-4- ACTION (continued)
Page 2

Tentative schedule of RFP:

Governing Board action to release the RFP	November 3, 2022
Release of RFP	November 4, 2022
Offerors' Conference	November 10, 2022
Site Visits	Week of November 14-18, 2022
Proposals Due at SETA by 5 p.m.	December 9, 2022
Publish SETA staff recommendations	December 22, 2022
Governing Board action on recommendations	January 5, 2023

A Standard Services Contract and/or Construction Agreement, as determined by SETA, will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be from January 5, 2023 through July 31, 2025.

The RFP will be provided under separate cover. Staff will be available to answer questions.

RECOMMENDATION

Approve the release of a Request for Proposals for building maintenance, repair and construction projects for the Head Start program.

PRESENTER: Denise Lee

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. Stephanie Nguyen **DATE:** September 1, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$220,856	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	DW	\$55,214	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	OSY	\$148,019	7/1/2021-6/30/2022	1/1/2022-6/30/2022
RSS	VESL	\$600,000	10/1/2021-9/30/2022	10/1/2021-6/30/2022
RSS	ES/Std AI	\$220,000	10/1/2021-9/30/2022	10/1/2021-6/30/2022
RSS	OJT	\$280,000	10/1/2021-9/30/2022	10/1/2021-6/30/2022
RSS	COVID-19	\$36,570	10/1/2021-9/30/2022	10/1/2021-6/30/2022
RSS	AddSupport	\$118,680	12/2/2021-9/30/2022	12/2/2021-6/30/2022

Monitoring Purpose: Initial ☒ Follow-up Special Final ☒

Date of review: August 23 & 24, 2022

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the WIOA programs from January 1, 2022 to June 30, 2022 and the Refugee programs from October 1, 2021 to June 30, 2022. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Gina Wandell **DATE:** October 4, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$260,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	DW	\$65,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	OSY	\$232,512	7/1/2021-6/30/2022	1/1/2022-6/30/2022
RSS	ELL	\$366,850	10/01/2021-9/30/2022	10/1/2021-6/30/2022
RSS	ELL COVID	\$4,770	10/01/2021-9/30/2022	10/1/2021-6/30/2022
RSS	Add'l SS	\$39,560	10/01/2021-9/30/2022	10/1/2021-6/30/2022

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

Date of review: August 2022

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

We have reviewed the WIOA Adult, Dislocated Worker and Out-of-School Youth programs from January 1, 2022 to June 30, 2022 and the Refugee ELL Navigator programs from October 1, 2021 to June 30, 2022. The costs reported for these programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

1) None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** September 29, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$208,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	DW	\$52,000	7/1/2021-6/30/2022	1/1/2022-6/30/2022
WIOA	OSY	\$120,680	7/1/2021-6/30/2022	1/1/2022-6/30/2022
RSS	VESL	\$930,000	10/1/2021-9/30/2022	10/1/2022-6/30/2022
RSS	ES Stand	\$380,000	10/1/2021-9/30/2022	10/1/2022-6/30/2022
RSS	OJT	\$520,000	10/1/2021-9/30/2022	10/1/2022-6/30/2022
RSS	Covid-19	\$40,810	10/1/2021-9/30/2022	10/1/2022-6/30/2022
RSS	Add'l SS	\$194,360	12/1/2021-9/30/2022	12/1/2022-6/30/2022

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

Date of review: August 2022

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

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the WIOA Adult, Dislocated Worker and Out-of-School Youth programs from January 1, 2022 to June 30, 2022 and the Refugee VESL, ES Stand Alone, OJT, Covid-19 and Add'l SS programs from October 1, 2021 to June 30, 2022. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Yen Marshall **DATE:** October 5, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	CARES-Safety Net	\$39,895	11/2/2020-7/29/2022	6/1/2021-7/29/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: August 2022, 9/14, 9/28, 10/4

AREAS EXAMINED		SATISFACTORY		COMMENTS RECOMMENDATIONS	
		YES	NO	YES	NO
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 CARES Safety Net program from June 1, 2021 to July 29, 2022. 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 single audit as required by CFR, Title 2, Subtitle A, Part 200, Subpart F(a) for fiscal year ending June 30, 2021. The federal single audit for fiscal year ending June 30, 2021 was September 30, 2022 (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) Please issue a formal response to the finding above, stating when My Sister's House will be completing a federal single audit of the fiscal year ending June 30, 2021.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Stephanie Goin

DATE: September 29, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of PRIDE Industries

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$126,564	7/1/2021-6/30/22	1/1/2022-6/30/2022
WIOA	DW	\$31,641	7/1/2021-6/30/22	1/1/2022-6/30/2022

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

Date of review: August 2022; 9/15, 9/26

AREAS EXAMINED		COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records		X		
2	Internal Control		X		
3	Bank Reconciliations		X		
4	Disbursement Control		X		
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: PRIDE Industries

Findings and General Observations:

- 1) We have reviewed the WIOA programs from January 1, 2022 to June 30, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** October 13, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$122,493	7/1/2021-6/30/2022	1/1/2022-6/30/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: September 2022

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

Program Operator: Waking the Village

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from January 1, 2022 to June 30, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. SuTonya Lopez **DATE:** October 5, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$40,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	SN	\$29,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	CARES-FSS	\$77,135	11/2/2020-7/29/2022	7/1/2021-7/29/2022
CSBG	CARES-SN	\$24,800	11/2/2020-7/29/2022	7/1/2021-7/29/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: August 2021; August 2022, 9/12, 9/20, 9/28, 10/5

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	RECOMMENDATIONS		
		YES	NO	YES	NO
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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG Family Self Sufficiency and Safety Net programs from January 1, 2021 to December 31, 2021 and the CSBG CARES Act Family Self-Sufficiency and Safety Net programs July 1, 2021 to July 29, 2022. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order with the exception noted below.
- 2) WIND Youth Services has not filed a form 990 with the IRS since 2019. In 2019 reported revenues of grant funding exceed the \$750,000 threshold which leads SETA to believe a single audit submission is required as stated by CFR, Title 2, Subtitle A, Part 200, Subpart F(a). SETA has not received a federal single audit for fiscal years 2020 and 2021 nor financial statements to verify whether a single audit is required for both years respectively.

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) WIND Youth Services is not being funded in 2022 however in order to be considered for future funding, WIND Youth Services must complete a federal single audit for fiscal year ending December 31, 2020 and fiscal year ending December 31, 2021 or provide other verifiable documentation demonstrating a single audit is not required.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Edenaugsegboye Davis DATE: October 13, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of Women's Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,421,598	8/1/2021-7/31/2022	2/01/2022-7/31/2022
Head Start	T & TA	\$11,700	8/1/2021-7/31/2022	2/01/2022-7/31/2022
Head Start	Covid	\$2,014	8/1/2021-7/31/2022	2/01/2022-7/31/2022

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

Date of review: October 2022

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A and COVID-19 programs from February 1, 2022 to July 31, 2022. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board
Policy Council

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 October 24, 2022

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Age in Place Sacramento	6	Life Enhancement Caregivers	5
Atelier Staffing LLC	9	Room Attendant	10
Blue White Robotics US Inc.	7	Robotic Field Technician	1
California Department of Social Services	9	Research Data Supervisor I	1
City of Elk Grove	9	Administrative Analyst I	1
	9	Associate Civil Engineer	1
	9	Real Time Information Center Specialist	1
	9	Public Works Division Manager-Engineering Traffic Engineering Manager	1
	9	Senior Code Enforcement Officer	1
	9	Senior Administrative Assistant	1
	9	Senior Human Resources Specialist	1
City of Sacramento	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	2
	9	Administrative Assistant	2
	9	Administrative Officer	1
	9	Administrative Technician	1
	9	Administrative Technician - Museum Technician	1
	9	Animal Control Officer I	2
	4	Applications Developer	1
	9	Aquatics Specialist	1
	9	Arts Program Coordinator	1
	3	Assistant Architect	1
	9	Assistant Civil Engineer	1
	9	Assistant Director	1
	3	Assistant Electrical Engineer	1
	9	Assistant Pool Manager	1
	9	Associate Civil Engineer	2
	9	Associate Curator of Art	1
	9	Building Inspector I	1
	9	Cashier - Aquatics	1
	9	Chief Building Official	1

SETA- Employer Activity Report

The following is an update of information as of October 24, 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	9	Community Center Attendant I	1
	9	Community Service Officer I	1
	9	Community Service Representative I	1
	3	Construction Inspector I	1
	3	Construction Inspector II	1
	3	Construction Inspector III	1
	9	Council Representative	3
	9	Customer Service Representative	2
	4	Department Systems Specialist I	1
	9	Deputy City Attorney I	2
	9	Deputy City Clerk	1
	9	Deputy Fire Chief	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	7	Dispatcher I- Recruit	1
	7	Dispatcher II	1
	9	Electronic Maintenance Technician	1
	9	Electronic Maintenance Technician II	1
	9	Equipment Service Worker	1
	9	Events Duty Person	1
	9	HVAC Systems Mechanic	1
	9	Junior Planner	1
	9	Junior Plant Operator	1
	9	Legal Secretary	1
	9	Lifeguard	1
	9	Machinist Helper	1
	9	Meter Reader	1
	9	Neighborhood Resources Coordinator I	1
	9	Neighborhood Resources Coordinator II	1
	9	Park Maintenance Worker	1
	9	Park Maintenance Worker II	1
	9	Parking Facilities Maintenance Supervisor	1

SETA- Employer Activity Report

The following is an update of information as of October 24, 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	Plant Operator	1
	9	Plant Operator-Water Division	1
	9	Police Officer	1
	9	Police Officer-Recruit	1
	9	Police Records Specialist I	1
	9	Pool Manager	1
	9	Program Coordinator	1
	9	Program Specialist	1
	9	Program Supervisor	1
	9	Real Property Agent II	1
	9	Recreation General Supervisor	1
	9	Recreation Leader	1
	9	Recreation Superintendent	1
	9	Senior Accounting Technician	1
	4	Senior Applications Developer	1
	9	Senior Code Enforcement Officer	1
	9	Senior Engineer	1
	9	Senior Office Specialist	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Supervising Engineer	1
	9	Ticket Seller	1
	9	Traffic Control and Lighting Technician I	1
	9	Traffic Control and Lighting Technician II	1
	9	Utilities Operations and Maintenance Service Worker	2
	9	Vehicle Service Attendant	1
	9	Veterinarian	1
DaSaMi Inc	9	Tow Truck Operator	1
Eskaton Properties, Inc	4	Licensed Vocational Nurse	20
Kaiser Permanente	6	Environmental Specialist	4

SETA- Employer Activity Report

The following is an update of information as of October 24, 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			
Leadpoint Business Services	9	Recycling Sorter	15
Los Rios Community College District	4	Account Clerk II	1
	4	Account Clerk II	1
	4	Accountant	1
	4	Administrative Assistant III	2
	4	Admissions/Records Evaluator II - Veterans Affairs	1
	4	Associate Dean of Student Success and Equity	1
	4	Associate Vice President of Student Resources and Financial Aid	1
	4	Athletic Trainer	2
	4	Business Services Supervisor	1
	4	Campus Patrol	1
	4	College Nurse Clinician	1
	4	College Safety Officer	1
	4	College Safety Officer	1
	4	Confidential Human Resources Specialist III	1
	4	Custodian	5
	4	Dean of Institutional Effectiveness and Innovation	1
	4	Director (VII) of Employer Partnership for Automation	1
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Employee Benefits Specialist	1
	4	Financial Aid Clerk II	1
	4	Fire Technology Assistant Professor/Coordinator	1
	4	Health Services Assistant	1
	4	Information technology Business/Technical Analyst II- Customer Relationship Management	2
	4	Instructional Assistant - Accounting	1
	4	Instructional Assistant-Theatre Music	1
	4	Instructional Services Assistant II	2
	4	IT Systems/Database Administrator Analyst II	1
	4	Laboratory Technician - Science	1
	4	Laboratory Technician - Science-Chemistry	1

SETA- Employer Activity Report

The following is an update of information as of October 24, 2022

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Laboratory Technician - Science-Physics	1
	4	Lead Laboratory Technician - Mechanics	1
	4	Maintenance HVAC Mechanic	1
	4	Occupational Therapy Adjunct Assistant Professor Pool	1
	4	Occupational Therapy Assistant Professor	1
	4	Outreach Specialist	1
	4	Payroll Specialist	1
	4	Physical Therapy Adjunct Assistant Professor Pool	1
	4	Police Captain	1
	4	Police Communication Dispatcher	1
	4	Police Detective	1
	4	President of Folsom Lake College	1
	4	Railroad Operations Adjunct Assistant Professor	1
	4	Regional Director (VII) of Philanthropy	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Staff Resources Center Assistant	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Disabled Student Programs and Services	1
	4	Student Personnel Assistant - Internship Developer	1
	4	Student Personnel Assistant - Student Life	1
	4	Student Personnel Assistant - Student Services	1
	4	Student Personnel Assistant - Student Services -Pride Center	1
	4	Student Support Specialist	3
	4	Student Support Specialist	1
	4	Theater Technician	1
	4	Vice President of Administrative Services	1
	4	Women's Basketball Adjunct Faculty Head Coach	1
McLaughlin Ranch, LLC	5	Equine Ranch Manager	1
Sacramento County Office of Education	4	Para Educator SH	19

SETA- Employer Activity Report

The following is an update of information as of October 24, 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			
Tesla	1	Material Handler	1
	1	Production Associates	200
TTEC Government Solutions, LLC.	9	Bilingual Healthcare Customer Service Representative - Arabic-English	50
	9	Bilingual Healthcare Customer Service Representative - Armenian-English	50
	9	Bilingual Healthcare Customer Service Representative - Cambodian-English	50
	9	Bilingual Healthcare Customer Service Representative - Cantonese-English	50
	9	Bilingual Healthcare Customer Service Representative - Farsi-English	50
	9	Bilingual Healthcare Customer Service Representative - Hmong-English	50
	9	Bilingual Healthcare Customer Service Representative - Korean-English	50
	9	Bilingual Healthcare Customer Service Representative- Laotian-English	50
	9	Bilingual Healthcare Customer Service Representative - Mandarin-English	50
	9	Bilingual Healthcare Customer Service Representative - Russian-English	50
	9	Bilingual Healthcare Customer Service Representative - Spanish-English	50
	9	Bilingual Healthcare Customer Service Representative - Vietnamese-English	50
	9	Bilingual Healthcare Customer Service Representative- Tagalog-English	50
	9	Healthcare Customer Service Representative	50
Van Dermyden Makus Law Corporation	9	HR Specialist	1
Total			1,147

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 2022/2023

The following is an update of information as of October 24, 2022

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Senate Rules Sacramento, CA	Government	6/5/2022	Permanent	80	Sacramento, CA	No	N
VoxPro 255 Parkshore Dr. Folsom, CA 95630	Data Management	7/7/2022	Permanent	180	Folsom, CA	Yes	N
Silgan Containers 6200 Franklin Blvd. Sacramento, CA 95824	Manufacturing	8/15/2022	Temporary	58	Sacramento, CA	No	N
JSL Transportation LLC 2315 Stockton Blvd. Sacramento, CA 95817	Transportation	8/31/2022	Permanent	18	Sacramento, CA	Yes	N
Shift Technologies, Inc. 175 Commerce Circle Sacramento, CA 95815	Retail	10/8/2022	Permanent	81	Sacramento, CA	Yes	N
Direct Deliveries Services Inc. 2400 McClellan Park Dr. McClellan Park, CA 95652	Delivery Service	11/8/2022	Permanent	49	Sacramento, CA	Yes	N
Acuity Brands Lighting, Inc. dba Sunoptics 6201 27th Street Sacramento, CA 95822	Manufacturing	12/9/2022	Permanent	98	Sacramento, CA	Yes	N
McClellan Park Exchange 5443 Dudley Blvd. McClellan Park, CA 95652	Retail	1/13/2023	Permanent	25	Sacramento, CA	Yes	N
TOTAL				589			

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 September was 3.3%.

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 1,800 over the month; 35,200 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.3 percent in September 2022, down from a revised 3.6 percent in August 2022, and below the year-ago estimate of 5.4 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.5 percent in Placer County, 3.5 percent in Sacramento County, and 3.1 percent in Yolo County.

Between August 2022 and September 2022, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,800 to total 1,060,900 jobs.

- Government continued to lead the region on job gains in September, adding 4,500 jobs. Local government led the growth with the addition of 2,800 jobs. State government increased by 1,600 jobs while federal government picked up 100 jobs.
- Education and health services payrolls expanded by 1,900 from August to September with growth in healthcare and social assistance (up 1,500 jobs) and educational services (up 400 jobs).
- On the downside, leisure and hospitality employment fell by 1,800 jobs. Over the month, accommodation and food services and arts, entertainment, and recreation each lost 900 jobs.
- Employment in trade, transportation, and utilities decreased by 1,400 jobs from August to September. Within the industry sector, declines in retail trade (down 1,400 jobs) and wholesale trade (down 500 jobs) were partially offset by a gain in transportation, warehousing, and utilities (up 500 jobs).

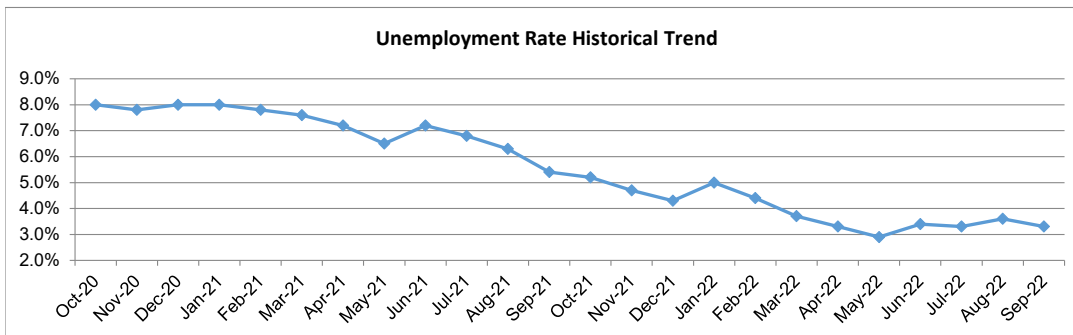
Between September 2021 and September 2022, total jobs in the region increased by 35,200, or 3.4 percent.

- Education and health services (up 9,200 jobs) led year-over job growth for the region. Healthcare and social assistance (up 8,800 jobs) was responsible for 96 percent of the gain while educational services picked up 400 jobs.
- Leisure and hospitality advanced by 7,500 jobs since the previous September. Accommodation and food services rose by 5,300 jobs. Arts, entertainment, and recreation added 2,200 jobs.
- Additional year-over employment gains occurred in the following sectors: government (up 5,100 jobs), trade, transportation, and utilities (up 4,000 jobs), professional and business services (up 3,000 jobs), construction (up 2,600 jobs), other services (up 2,400 jobs), financial activities (up 800 jobs), manufacturing (up 500 jobs), and information (up 200 jobs).
- Farm (down 100 jobs) was the only industry to experience year-over job decline.

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 3.3 percent in September 2022, down from a revised 3.6 percent in August 2022, and below the year-ago estimate of 5.4 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.8 percent in El Dorado County, 2.5 percent in Placer County, 3.5 percent in Sacramento County, and 3.1 percent in Yolo County.



Industry	Aug-2022	Sep-2022	Change		Sep-2021	Sep-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,059,100	1,060,900	1,800		1,025,700	1,060,900	35,200
Total Farm	10,400	9,800	(600)		9,900	9,800	(100)
Total Nonfarm	1,048,700	1,051,100	2,400		1,015,800	1,051,100	35,300
Mining, Logging, and Construction	79,300	79,400	100		76,800	79,400	2,600
Mining and Logging	700	700	0		700	700	0
Construction	78,600	78,700	100		76,100	78,700	2,600
Manufacturing	39,300	39,200	(100)		38,700	39,200	500
Trade, Transportation & Utilities	169,300	167,900	(1,400)		163,900	167,900	4,000
Information	10,400	10,300	(100)		10,100	10,300	200
Financial Activities	52,000	52,100	100		51,300	52,100	800
Professional & Business Services	141,100	139,900	(1,200)		136,900	139,900	3,000
Educational & Health Services	175,200	177,100	1,900		167,900	177,100	9,200
Leisure & Hospitality	106,700	104,900	(1,800)		97,400	104,900	7,500
Other Services	35,100	35,500	400		33,100	35,500	2,400
Government	240,300	244,800	4,500		239,700	244,800	5,100

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

Labor force data are revised month to month

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

Data Not Seasonally Adjusted

	Sep 21	Jul 22	Aug 22 Revised	Sep 22 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,103,300	1,120,200	1,120,400	1,121,500	0.1%	1.6%
Civilian Employment	1,043,700	1,083,300	1,080,400	1,084,900	0.4%	3.9%
Civilian Unemployment	59,600	36,900	40,000	36,500	-8.8%	-38.8%
Civilian Unemployment Rate	5.4%	3.3%	3.6%	3.3%		
(CA Unemployment Rate)	6.1%	3.9%	4.1%	3.7%		
(U.S. Unemployment Rate)	4.6%	3.8%	3.8%	3.3%		
Total, All Industries (2)	1,025,700	1,061,400	1,059,100	1,060,900	0.2%	3.4%
Total Farm	9,900	10,900	10,400	9,800	-5.8%	-1.0%
Total Nonfarm	1,015,800	1,050,500	1,048,700	1,051,100	0.2%	3.5%
Total Private	776,100	812,900	808,400	806,300	-0.3%	3.9%
Goods Producing	115,500	119,500	118,600	118,600	0.0%	2.7%
Mining, Logging, and Construction	76,800	80,400	79,300	79,400	0.1%	3.4%
Mining and Logging	700	700	700	700	0.0%	0.0%
Construction	76,100	79,700	78,600	78,700	0.1%	3.4%
Construction of Buildings	15,000	17,400	17,200	17,100	-0.6%	14.0%
Specialty Trade Contractors	52,700	52,900	52,100	52,400	0.6%	-0.6%
Building Foundation & Exterior Contractors	14,700	14,800	14,600	14,600	0.0%	-0.7%
Building Equipment Contractors	21,600	21,400	21,400	21,500	0.5%	-0.5%
Building Finishing Contractors	11,000	11,900	11,500	11,600	0.9%	5.5%
Manufacturing	38,700	39,100	39,300	39,200	-0.3%	1.3%
Durable Goods	23,600	24,000	23,800	23,700	-0.4%	0.4%
Computer & Electronic Product Manufacturing	4,500	4,500	4,500	4,500	0.0%	0.0%
Nondurable Goods	15,100	15,100	15,500	15,500	0.0%	2.6%
Food Manufacturing	6,100	6,100	6,400	6,500	1.6%	6.6%
Service Providing	900,300	931,000	930,100	932,500	0.3%	3.6%
Private Service Providing	660,600	693,400	689,800	687,700	-0.3%	4.1%
Trade, Transportation & Utilities	163,900	170,000	169,300	167,900	-0.8%	2.4%
Wholesale Trade	26,500	27,600	27,300	26,800	-1.8%	1.1%
Merchant Wholesalers, Durable Goods	15,500	16,600	16,500	16,000	-3.0%	3.2%
Merchant Wholesalers, Nondurable Goods	9,700	9,800	9,600	9,600	0.0%	-1.0%
Retail Trade	100,000	102,100	101,700	100,300	-1.4%	0.3%
Motor Vehicle & Parts Dealer	14,500	14,800	14,900	14,700	-1.3%	1.4%
Building Material & Garden Equipment Stores	9,200	9,100	8,700	8,500	-2.3%	-7.6%
Grocery Stores	19,800	20,300	20,400	20,200	-1.0%	2.0%
Health & Personal Care Stores	5,400	5,700	5,800	5,900	1.7%	9.3%
Clothing & Clothing Accessories Stores	5,900	6,500	6,700	6,200	-7.5%	5.1%
Sporting Goods, Hobby, Book & Music Stores	3,600	4,000	4,000	3,900	-2.5%	8.3%
General Merchandise Stores	20,400	20,400	20,300	20,400	0.5%	0.0%
Transportation, Warehousing & Utilities	37,400	40,300	40,300	40,800	1.2%	9.1%
Information	10,100	10,500	10,400	10,300	-1.0%	2.0%
Publishing Industries (except Internet)	2,100	2,200	2,200	2,100	-4.5%	0.0%
Telecommunications	2,700	2,700	2,700	2,600	-3.7%	-3.7%
Financial Activities	51,300	51,800	52,000	52,100	0.2%	1.6%
Finance & Insurance	33,500	33,700	33,800	34,200	1.2%	2.1%
Credit Intermediation & Related Activities	10,400	10,200	10,200	10,500	2.9%	1.0%
Depository Credit Intermediation	5,400	5,400	5,300	5,500	3.8%	1.9%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	19,800	20,200	20,100	20,200	0.5%	2.0%
Real Estate & Rental & Leasing	17,800	18,100	18,200	17,900	-1.6%	0.6%
Real Estate	14,600	15,100	15,100	14,900	-1.3%	2.1%
Professional & Business Services	136,900	141,600	141,100	139,900	-0.9%	2.2%
Professional, Scientific & Technical Services	58,900	61,100	60,700	60,300	-0.7%	2.4%
Architectural, Engineering & Related Services	10,500	11,300	11,400	11,300	-0.9%	7.6%
Management of Companies & Enterprises	13,500	13,900	14,100	14,000	-0.7%	3.7%
Administrative & Support & Waste Services	64,500	66,600	66,300	65,600	-1.1%	1.7%
Administrative & Support Services	61,200	63,200	62,900	62,200	-1.1%	1.6%
Employment Services	22,100	23,000	23,200	22,900	-1.3%	3.6%

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

Data Not Seasonally Adjusted

	Sep 21	Jul 22	Aug 22 Revised	Sep 22 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	18,800	20,200	20,000	19,700	-1.5%	4.8%
Educational & Health Services	167,900	175,600	175,200	177,100	1.1%	5.5%
Education Services	12,000	11,800	12,000	12,400	3.3%	3.3%
Health Care & Social Assistance	155,900	163,800	163,200	164,700	0.9%	5.6%
Ambulatory Health Care Services	55,900	60,000	60,300	60,800	0.8%	8.8%
Hospitals	25,400	26,600	26,700	26,900	0.7%	5.9%
Nursing & Residential Care Facilities	16,500	17,500	17,500	18,000	2.9%	9.1%
Leisure & Hospitality	97,400	108,000	106,700	104,900	-1.7%	7.7%
Arts, Entertainment & Recreation	13,700	17,200	16,800	15,900	-5.4%	16.1%
Accommodation & Food Services	83,700	90,800	89,900	89,000	-1.0%	6.3%
Accommodation	7,400	8,600	8,700	8,600	-1.1%	16.2%
Food Services & Drinking Places	76,300	82,200	81,200	80,400	-1.0%	5.4%
Restaurants	72,400	78,600	77,700	76,800	-1.2%	6.1%
Full-Service Restaurants	31,600	35,400	35,200	34,700	-1.4%	9.8%
Limited-Service Eating Places	40,800	43,200	42,500	42,100	-0.9%	3.2%
Other Services	33,100	35,900	35,100	35,500	1.1%	7.3%
Repair & Maintenance	10,400	11,700	11,000	11,000	0.0%	5.8%
Government	239,700	237,600	240,300	244,800	1.9%	2.1%
Federal Government	14,500	14,400	14,300	14,400	0.7%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	225,200	223,200	226,000	230,400	1.9%	2.3%
State Government	127,200	127,600	126,100	127,700	1.3%	0.4%
State Government Education	29,200	28,800	27,700	28,800	4.0%	-1.4%
State Government Excluding Education	98,000	98,800	98,400	98,900	0.5%	0.9%
Local Government	98,000	95,600	99,900	102,700	2.8%	4.8%
Local Government Education	52,900	48,100	52,200	54,600	4.6%	3.2%
Local Government Excluding Education	45,100	47,500	47,700	48,100	0.8%	6.7%
County	19,100	19,400	19,300	19,300	0.0%	1.0%
City	9,600	10,600	10,500	10,000	-4.8%	4.2%
Special Districts plus Indian Tribes	16,400	17,500	17,900	18,800	5.0%	14.6%

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
September 2022 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,284,300	18,568,000	716,300	3.7%
ALAMEDA	15	830,400	806,500	23,900	2.9%
ALPINE	49	460	430	20	5.0%
AMADOR	31	14,530	13,980	550	3.8%
BUTTE	29	93,400	90,000	3,500	3.7%
CALAVERAS	15	22,200	21,550	650	2.9%
COLUSA	56	11,440	10,640	800	7.0%
CONTRA COSTA	17	554,700	537,700	17,000	3.1%
DEL NORTE	41	9,590	9,180	410	4.3%
EL DORADO	13	93,000	90,500	2,600	2.8%
FRESNO	52	455,300	430,500	24,800	5.4%
GLENN	44	12,750	12,180	570	4.5%
HUMBOLDT	21	60,800	58,900	2,000	3.2%
IMPERIAL	58	70,500	59,200	11,300	16.0%
INYO	13	8,390	8,160	240	2.8%
KERN	55	392,700	368,500	24,200	6.2%
KINGS	53	56,300	53,000	3,200	5.8%
LAKE	40	29,100	27,870	1,230	4.2%
LASSEN	21	9,230	8,930	300	3.2%
LOS ANGELES	44	4,942,300	4,721,500	220,900	4.5%
MADERA	50	63,300	60,000	3,300	5.2%
MARIN	4	130,400	127,600	2,800	2.2%
MARIPOSA	29	7,470	7,200	270	3.7%
MENDOCINO	17	38,200	37,000	1,200	3.1%
MERCED	54	119,100	111,900	7,200	6.0%
MODOC	28	3,270	3,150	120	3.6%
MONO	24	8,760	8,460	300	3.4%
MONTEREY	37	219,600	210,700	8,900	4.0%
NAPA	9	70,700	68,800	1,900	2.6%
NEVADA	10	48,580	47,270	1,320	2.7%
ORANGE	10	1,603,800	1,560,000	43,800	2.7%
PLACER	5	193,200	188,300	4,900	2.5%
PLUMAS	43	7,830	7,480	350	4.4%
RIVERSIDE	37	1,166,600	1,120,500	46,100	4.0%
SACRAMENTO	27	726,200	700,500	25,700	3.5%
SAN BENITO	36	33,100	31,800	1,300	3.9%
SAN BERNARDINO	31	1,020,300	981,400	39,000	3.8%
SAN DIEGO	17	1,584,800	1,536,200	48,600	3.1%
SAN FRANCISCO	2	577,400	565,200	12,200	2.1%
SAN JOAQUIN	47	338,400	321,900	16,400	4.9%
SAN LUIS OBISPO	5	137,500	134,100	3,400	2.5%
SAN MATEO	1	457,000	448,100	8,900	1.9%
SANTA BARBARA	10	226,400	220,400	6,100	2.7%
SANTA CLARA	2	1,057,200	1,034,900	22,400	2.1%
SANTA CRUZ	24	137,600	132,900	4,700	3.4%
SHASTA	31	72,400	69,600	2,800	3.8%
SIERRA	5	1,420	1,380	40	2.5%
SISKIYOU	41	16,760	16,030	730	4.3%
SOLANO	31	201,400	193,700	7,700	3.8%
SONOMA	5	250,800	244,400	6,400	2.5%
STANISLAUS	46	241,200	229,700	11,500	4.8%
SUTTER	51	45,900	43,500	2,400	5.3%
TEHAMA	37	26,230	25,170	1,060	4.0%
TRINITY	24	4,560	4,410	160	3.4%
TULARE	57	206,000	190,600	15,400	7.5%
TUOLUMNE	31	19,950	19,200	750	3.8%
VENTURA	23	413,700	400,200	13,500	3.3%
YOLO	17	109,000	105,600	3,400	3.1%
YUBA	47	31,100	29,500	1,500	4.9%

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

Monthly Program Information Report

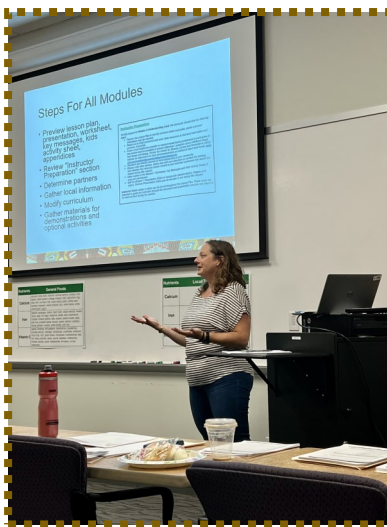


SETA and EPA Team Up to New Lead Awareness Curriculum

The Environmental Protection Agency (EPA) and the SETA Head Start/Health and Nutrition Services Unit teamed up to pilot a first-ever train-the-trainer Lead Awareness Curriculum for California. At the event, SETA and delegate agency staff and community stakeholders learned how to use and modify the Lead Awareness curriculum, *Keeping our Children Healthy*, for their use. The curriculum is intended to educate communities about lead, lead exposure, and actions that can be taken to reduce and prevent childhood lead exposure. The curriculum can be modified, as needed, for different counties and audiences. Attendees received a USB with materials on steps to Prepare individualize training, teaching and demonstrating strategies, and how to discuss potential threats in the environment.



SETA Governing Board



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Thursday, November 3, 2022



Updates from the Office of Head Start



Strategies to Stabilize the Head Start Workforce

ACF-IM-HS-22-06

Issued: September 12, 2022

The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and a lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high case-loads for current staff. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

OHS encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, OHS encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increased compensation and other necessary support to staff. This may include consolidating grants, restructuring management or organizations, or requesting a reduction in the overall number of funded slots while continuing to prioritize services to the children and families who are most in need.

The Information Memorandum (IM) highlights strategies to support the Head Start workforce that grant recipients can begin working toward immediately. Some strategies include:

- ◆ Permanently Increase Compensation
- ◆ Offer Bonuses, Short-term Pay Increases, or Other Financial Incentives
- ◆ Compensate Staff During Closures and Transitions
- ◆ Public Service Loan Forgiveness (PSLF)
- ◆ Promote a Positive and Empowering Work Environment
- ◆ Implement Support for Educational Attainment and Career Advancement
- ◆ Request Qualification Waiver for Head Start Preschool Teachers



For more information, visit <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-06>



COVID-19 Update

The number of COVID-19-related exposures continues to dramatically decrease across the SETA Head Start/Early Head Start programs.

SETA Head Start - 2022

COVID-19 Summary by Month

D A T A

	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.
Number of school days	20	19	23	16	20	22	20	23	21
Site Staff confirmed positive	59	12	2	3	18	24	31	25	11
Site Staff exposed in class	132	41	10	17	54	66	65	22	6
Children confirmed positive	94	27	9	4	10	25	18	8	4
Children exposed in class	565	271	78	96	391	383	285	239	133
Children exposed at home (reported)	420	11	1	5	17	27	14	10	9
Children not exposed, but whose services were delayed	283	0	0	0	0	0	0	0	0
Total children quarantining	1,268	11	1	5	17	27	14	10	9
Classroom days closed (total, all sites)	287	0	0	0	0	0	0	0	0
Number of distinct classrooms affected	67	30	8	7	38	44	28	23	15
Number of sites closed	4	0	0	0	0	0	0	0	0
Number of governing bodies	0	0	0	0	0	0	0	0	0





SETA Head Start

Food Service Operations Monthly Report

*September, 2022

10/6/22 - Grizzly Hollow PM class closed due to A/C unit not working.
 Norma Johnson PM class closed due to A/C unit not working.
 Illa Collins closed due to staffing issues.
 Kennedy Estates closed due to staffing issues.
 Nedra class W closed due to staffing issues.

10/7/22 - Illa Collins closed due to staffing issues.
 Bright Beginnings closed due to staffing issues.

10/8/22 - Grizzly Hollow class B closed due to A/C unit not working.
 Bright Beginnings closed due to staffing issues.

10/14/22 - Homebase had a field trip to Safety Ville, we prepared 60 sack lunches for them.

10/19/22 - Norma Johnson EHS class closed due to staffing issues.
 Bright Beginnings closed due to staffing issues.
 Illa Collins closed due to staffing issues.

10/21/22 - Homebase EHS had a field trip to Fairytale Town, we prepared 76 sack lunches for them.

10/22/22 - Elkhorn PM class closed due to staffing issues.

10/27/22 - Parker closed due to staffing issues.

	Lunch	PM Snack	Breakfast	Field Trips
	35,300	31,040	31,160	2
Total Amount of Meals and Snacks Prepared				97,636

Purchases:

Food	\$116,120.78
Non - Food	\$12,869.53

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$375.00
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Vehicle Maintenance and Repair :	\$25.00
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Vehicle Gas / Fuel:	\$2,683.29
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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
SETA operated	1696	124	7%	660	90	14%
Twin Rivers USD	160	23	14%	56	2	4 %
Elk Grove USD	480	68	14%			
Sac City USD	676	NA*	0%			
San Juan USD	1044	62	6%	164	2	1%
WCIC	120	3	3%			
COUNTY TOTAL	4176	280	7%	880	94	11%

*Program information not available

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (9/30/22)	(b) % Actual to Funded
Elk Grove USD	480	400	83%
Sacramento City USD	676	577	85%
SETA	1,696	1,317	78%
San Juan USD	1,044	643	62%
Twin Rivers USD	160	131	79%
WCIC/Playmate	120	61	51%
Total	4,176	3,129	73%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (9/30/22)	(b) % Actual to Funded
SETA	660	579	88%
San Juan USD	164	147	89%
TRUSD	56	35	63%
Total	880	760	84%

- (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: Bright Beginnings; Dudley; Florin Grammar; Freedom Park; Hiram Johnson; Illa Collins; Marina Vista; Norma Johnson - totaling 113 enrollment slots.
- Northview remodel is near completion, scheduled to re-open in November. Accounts for 96 enrollment slots.
- SETA continues to experience staffing shortages in the following positions that support classroom ratio and/or enrollment: There are currently 47 openings within Education and 3 Family Services Workers and 3 Home Visitors (Partners).

Elk Grove USD

- Staffing shortages in the following positions that support direct classroom functions, enrollment of families, review of eligibility documents and data entry: 1 SPED Teachers (Leinbach); 9 Para Educators; 3 Office Assistant(s), and 1 Program Specialist.
- Site(s) with capped classrooms due to limited staffing: Foulks Ranch; Florin; Leimbach; West; Jackson; McKee; Reith; Pleasant Grove; Prairie; Samuel Kennedy; Union House; William Daylor; Miwok Village: totaling 83 enrollment slots.
- Site locations within 95823, 95826 and 95828 have encountered 50% of the families contacted for enrollment preferring to remain on the waitlist for sites closer to Elk Grove or a full day class.
- Limited amount of Program Educators and Office Assistants available to collect enrollment documents from families and complete data entry. Vital information to complete enrollment application is not being provided from families during intake, which slows down the approval process.

Sacramento City USD

- SCUSD has experienced changes in applicants providing partial eligibility documents, which delayed anticipated start date.
- Current negotiations taking place with SCTA and SCUSD to have TK and Preschool classroom collaborate, which will allow the enrollment for 8 of the 20 slots to be counted.
- Community demographics within targeted zip codes 95818 and 95820 has reduced in families with preschool age children.
- Staffing shortage in the following areas that support classroom functions, enrollment and recruitment: Parent Advisor, Clerk III, 3 School Community Liaisons and 10 Child Care Attendants needed for ratio requirements.

San Juan USD

- Staffing has been difficult with the increase in opportunities in TK positions within school district. Starting pay is higher for TK positions, which minimized our candidate pool for Preschool Teachers. HS is down 10 teachers (one less than the previous month).
- All positions are difficult to fill due to the backlog at HR supporting all open positions across the district and overall staffing shortages across the state.
- SJUSD had a recent influx of refugee families wanting to enroll, however many of the families did not have current documentation of child immunization. With immunization being a licensing requirement for entry, staff have connected with local health clinics to support families in acquiring immunization records.

Twin Rivers USD

- Classroom(s) capped at the following locations due to limited staffing: Morey; Oakdale; Rio Linda totaling 25 enrollment slots.
- Staffing shortage in the following areas of education and enrollment: 2 Teachers, 2 Para Educators and 2 ERSEA positions.

WCIC/Playmate

- WCIC is facing a staffing shortage in the following positions that support education and enrollment: 3 Teachers, 3 Associated Teachers, 1 Family Service Worker, and 1 Program Assistance. The 3 teaching positions represent 50% of the classroom teachers.
- The following classroom(s) are closed at the following location due to limited staffing: 1601V; 1601W; 1601Y- totaling 60 enrollment slots.

Strategies/Action Step(s) for Under Enrollment

SETA

- For the month of September, SETA engaged in the following partnerships to increase awareness of Head Start services and community visibility: Multicultural Business & Career Expo, Harvest Moon Festival, Rio Linda County Fair, Valley Hi Family Resource Center Baby Block Party. A total of 41 families completed an Interest Form during these events. Recruitment Coordinator follows up with families interested in services, data enters contact information, location preference and explains next steps in of enrollment.
- Countywide recruitment efforts include the following: outreach through social media platforms, recruitment flyers mailed to targeted zip codes (95828, 95843, 95820) with low enrollment numbers.
- Continuing to have temporary support staff contact families from inquiry list, support families with uploading eligibility documents and follow-up with status of enrollment for preferred locations.
- With use of employment search websites and postings to CCA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, and PC/PAC.
For September SETA onboarded 16 staff that support the areas of education (Associate Teacher, Site Supervisor, Substitute Teacher, and Teacher) and 1 Family Services Worker that supports enrollment. Currently 43 Education positions remain open that support classroom functions, 4 Family Services Worker positions remain open that support processing of enrollments.

Elk Grove USD

- EGUSD has implemented the use of temporary staff to support the processing of enrollment documents collected from families and data entry.
- To fill vacancies, Program Specialist are using an informational business card that list preschool services as well as a QR code for quick access to our applications. This business card will be handed out within neighborhoods with low enrollment and to community partners in support of outreach and recruitment efforts.
- EGUSD will follow-up on existing waitlist by emailing potential families of their status on the waitlist, where they are in the process and what the next steps will be for enrollment.
- Reflecting on current enrollment systems, planning to revise process of enrollment to make it more effective for the upcoming school year.
- Continuing to recruit for Para Education positions through employment website Edjoin.

Sacramento City USD

- Hosted two recruitment/enrollment events in connection with the following community partners: SMUD, Regional Transit, La Familia, Tree Foundation, Family Meal, Noble Creative Co., Elk Grove Unified School District, Rampage da Barber, The King of Democracy, SABA, Kona Ice, UC Davis Health, Each1Reach1, Nor Cal School of the Arts, JCCR, and Sacramento County.
- Staff participated in community outreach to promote services with use of “Enrollment Now” flyers delivered to targeted zip codes in areas of 95818 and 95822. Connections were established in the community to draw attention to preschools in the area, which has increased awareness by 50%.

San Juan USD

- School Community Workers, Administration, and ERSEA content continue to target areas that are identified by enrollment data. Recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.
- The registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events. At these events, staff greet families, share information about the programs and assist with completing PEL's.
- Partnering with the HR department in holding hiring events to fill vacancies. In the front offices, staff post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district. The program has weekly meetings with the HR department to discuss vacancies, interviews, onboarding, and orientations.
- The AFST's are traveling to schools in other regions of the district to enroll families who have transportation issues and to meet with new families.
- SCWs, Admin, and ERSEA Content are continuing to collaborate with McKinney Vento San Juan Unified team and are creating a shared spreadsheet for recruiting and referrals.
- Staff are updating the website to help educate families on the programs and make it more user friendly.
- As staff plan for the Fall Literacy Festival in October, School Community Workers have been reaching out to local partners with event flyers as well as EHS/HS Flyers. The following community partners are schooled to attend the event: Sacramento Library; Sacramento Food Bank; Mobile Health Clinic, EL/CA; along with the district's "FACE" (Family and Community Engagement) department.

Twin Rivers USD

- Mail flyers to zip codes with low enrollment, post on various social media platforms.
- All other positions are posted on Edjoin/Team Tailor. Staff screens, interviews, and recommendation of staffing to HR for hiring.

WCIC/Playmate

- In support of recruitment, staff reached out to past parents with younger children whom are age eligible for preschool with information on current enrollment openings. Staff are recruiting children through present / past families. Outreach through a monthly Hmong radio station to let the community know that Head Start is recruiting children 3 - 4 years olds for preschool.
- WCIC staff have posted job openings at community colleges, "Hand Shake" website for college students who are looking for employment. Provided job descriptions to job centers, advertise through family/friends, Sacramento Bee Newspaper, and posted on social media.

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.