



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

RICH DESMOND
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

JENNIFER HERNANDEZ
Executive Director

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

DATE: Thursday, February 2, 2023

TIME: 10:00 a.m.

LOCATION: zoom location

<https://us02web.zoom.us/j/86861433736?pwd=OXhJRmtmT3RqU1gyZFZuN2k0Ym84Zz09>

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/86861433736?pwd=OXhJRmtmT3RqU1gyZFZuN2k0Ym84Zz09>. 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,,86861433736# US (San Jose). Meeting ID: 868 6143 3736. Passcode: 218034. Find your local number: <https://us02web.zoom.us/j/86861433736?pwd=OXhJRmtmT3RqU1gyZFZuN2k0Ym84Zz09>. 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.

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

A G E N D A

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Introduction of new Governing Board member – Supervisor Rich Desmond

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One Stop Services:

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C. CHILDREN AND FAMILY SERVICES

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

VI. Adjournment

DISTRIBUTION DATE: Thursday, January 26, 2022

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 1, 2022 AND JANUARY 5,
2023 REGULAR BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the December 1, 2022 and January 5, 2023 meetings for your review.

RECOMMENDATION:

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

PRESENTER: Jennifer Hernandez

**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, January 5, 2023
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:05 a.m. The roll was called, quorum was not achieved. No action was taken.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative

Members Absent:

Eric Guerra, Chair; Councilmember, City of Sacramento
Mai Vang, Councilmember, City of Sacramento

Ms. Jennifer Hernandez, SETA Executive Director, introduced herself to the Board.

IV. Information Items

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

Mr. Walker shared BlueShield/Blue Cross will be laying off employees, impacting those in Placerville. There is a State Job fair coming up. DoorDash is laying off fulltime employees and drivers, three from Sacramento and more employees statewide. Amazon is laying off 28,000 employees.

Ms. Scherman asked about the Amazon stores layoffs.

Mr. Walker stated Amazon is looking to consolidate employees; most likely the warehouses, its Amazon verbiage.

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

II. Consent Items

- A. Approval of Minutes of the December 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

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board
- 2. Approve Cancellation of the November 4 Request for Proposals (RRF) for Building Maintenance, Repair and Construction Projects

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

- 1. Approval to Ratify the Application Submission to the California Department of Social Services for Expansion Funds for Fiscal Year 2023-2024

V. Reports to the Board

- A. Chair: None
- B. Executive Director: None
- C. Deputy Directors: None
- D. Counsel: None
- E. Members of the Board: None
- F. Public: None

VI. Adjournment: The meeting adjourned at 10:22 a.m.

**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, December 1, 2022
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:02 a.m. The roll was called and a quorum was confirmed.

Members Present:

Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

Members Absent:

Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative

II. Consent Items

- A. Approval of Minutes of the November 3, 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 of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- E. Approval of an Appointment to the Sacramento Works Board

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

- A. Approval of Minutes of the October 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 10/27/2022 to 11/22/2022
- 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 of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

E. Approval of an Appointment to the Sacramento Works Board – Ms. Jennifer Hernandez

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

1. TIMED ITEM 10:00 AND PUBLIC HEARING:

Approval of Revised Job Specification for the Head Start Coordinator (Social Services/Parent Involvement) (Supervisory)

Ms. Saurbourne reviewed the item. The last changes to the job specification were made in 1994. The changes to the job specification are needed to accurately reflect the position responsibilities for recruitment.

Mr. Guerra recognized the work and efforts of Ms. Desha and opened the public hearing. There were no public comments or questions.

Moved/Vang, second/Nottoli, to close the public hearing and approve the revised job specification for Head Start Coordinator (Social Services/Parent Involvement) (Supervisory), newly titled Head Start Coordinator (Governance and Parent Engagement) (Supervisory)

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

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

Ms. Saurbourne reviewed the current insurance will expire on December 31, 2022. She introduced Mr. Ken Johnson with Gallagher.

Mr. Johnson reviewed the estimated workers compensation premium is \$516,788. This is an increase of .02 percent over the 2022 policy period. This increase is consistent with market conditions.

Ms. Saurbourne shared that the ex-mod reduced for the second year in the row.

Moved/Nottoli, second/Vang, to approve the authorization of the Executive Director to procure Workers Compensation coverage for the calendar year 2023

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

3. Approval to Release a Request for Qualifications (RFQ) for Professional Architectural Services

Ms. Lee reviewed the current contract has expired; we are looking to procure new services in phase 2 of the Northview Early Learning Center project.

Moved/Vang, second/Nottoli, to approve the release of Request for Qualifications (RFQ) for professional architectural services

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant:

1. Approval of Community Service Block Grant (CSBG) Delegate Agency Funding Augmentation Recommendations for Program Year 2022

Ms. Davis-Jaffe reviewed additional funding of \$21,311 each to The Salvation Army and South County Sacramento as their funds were spent early this year. Both agencies have communicated that they are able to fully spend the additional funds by the end of 2022.

Moved/Nottoli, second/Vang, to approve the augmentation of CSBG Safety-Net funds for The Salvation Army and South County Services, each in the amount of \$21,311 for PY2022

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

2. Approval of Community Services Block Grant Program, Delegate Agency Funding Extension Recommendations for Program Year 2023 (Julie Davis-Jaffe)

Ms. Davis-Jaffe reviewed the State provided an estimated funding increase of 12.4 percent for PY 2023. The estimated total allocation for direct services by delegate agencies is \$1,036,336. Increased funding is proposed for The Salvation Army, South County Services, La Familia Counseling Center, and Elk Grove Adult and Continuing Education, these agencies expended their funds by October 2022. It is proposed that Next Move, Francis House and Volunteers of America be funded; these agencies were not funded for PY 2022 due to insufficient funds being available. The recommendations are contingent on successful 4th quarter performance. This would be an extension of the current year; a procurement process will take place in 2023 for PY 2024.

Mr. Nottoli asked if Elk Grove Adult and Continuing Education receives the additional \$347, did they state they could provide more services. Or is it due to it being the second year?

Ms. Davis-Jaffe replied this is based on their proposal; it is the maximum amount CSBG could award them. With those receiving additional funds they will be able to service more individuals.

Moved/Vang, second/Nottoli, to approve the extension of CSBG delegated agreements, as noted for PY 2023

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

One Stop Services: No Items

Refugee Services:

3. Non-Competitive Procurement Finding and Approval to Augment the Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-aside Grant for Services to Older Refugees (SOR) Program Year 2022-23

Ms. O'Camb reviewed the augmentation would provide services to an additional 125 older refugees (60+ years old). The results are from the 2023 allocations which were higher than anticipated. She reviewed the non-competitive procurement.

Moved/Nottoli, second/Vang, to approve the non-competitive procurement for the augmentation for Refugee Social Services (RSS) Set-aside funds to the Slavic Assistance Center, Inc. (SAC) and approved the funding augmentation recommendation of \$50,000 to SAC to serve an additional 125 older refugees this program year

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

4. Approval to Augment Funds to Refugee Program Service Providers with RSS Grant Funding for the Provision of Housing, Utility, and Technology Assistance, Program Year (PY) 2022-23

Ms. O’Camb reviewed in September 2022 the SETA Governing Board approved the funding recommendations for SETA’s ten Refugee Employment program providers to serve approximately 2,700 refugees. In addition to funding extensions, approximately \$540,000 was awarded to providers for the provision of housing, utilities, and technology support for refugee enrollees. It is anticipated that the 540,000 will be fully spent by February or March 2023. The proposed total amount for housing, utility, and technology support for the fiscal year is approximately \$1,200,000, ensuring the availability of critical support for those serving refugee employment programs or individual providers. The proposed award amounts are based on the number of refugees they plan to serve this year, under each employment activity.

Mr. Guerra commented in the spring of 2023 he would like to discuss how we best utilize and maximize our housing opportunities.

Moved/Vang, second/Nottoli, to approve the staff recommendations under the Refugee Social Services (RSS) grant for the provision of “additional” support services

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

5. Approval to Submit an Application to the California Employment Development Department (EDD) for a Workforce Innovation and Opportunity Act (WIOA) Governor’s Discretionary Funding Opportunity, PY 2022-23, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Ms. O’Camb reviewed \$8,000,000 in WIOA Governor’s discretionary funds under the Equity Target Population Fund (ETPF) has been made available by the California Labor and Workforce Development Agency (LWDA). SETA is in the process of preparing an application for the amount of \$360,000 to serve 65 people with disabilities. The project period is between 18 to 24 months. The application deadline is December 13, 2022. She thanked Supervisor Nottoli for his services to the Board and County.

Moved/Nottoli, second/Vang, to approve the submission of an application to EDD for the WIOA Governor’s discretionary funding opportunity under the ETPF Program in the amount of \$360,000 to serve 65 people with disabilities, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Scherman)

C. CHILDREN AND FAMILY SERVICES:

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

Ms. Griffith reviewed the services provided by Head Start in the 2021-2022 program year.

Ms. Lisa Carr highlighted staff during the 2021-2022 program year. Head Start increased attendance for group socializations. Parent Cafes were launched. There was an increase in enrollment from 68 to 92 percent by year-end. New Home-Base program curriculum was adopted, Parents as Teachers.

Ms. Griffith highlighted initiatives in classrooms including STEM, lesson plan coaching and enhanced facilities and indoor/outdoor environments.

Ms. Gricelda Ocegueda reviewed Head Start returned to family style meal service. New cultural, preference foods, and vegetarian options were added.

Mr. Nottoli commented on how amazing it is to see the process that happens within a year, and the amount of services provided. He commended Head Start staff and partners. Ms. Vang thanked Ms. Griffith, Ms. Carr and Ms. Ocegueda for the thorough presentation. Head Start staff was thanked for their hard work.

IV. Information Items

- A. Fiscal Monitoring Reports: No Questions
- B. Employer Success Stories and Activity Report: No Questions
- C. Dislocated Worker Update: No Questions
- D. Unemployment Update/Press Release from the Employment Development Department: No Questions
- E. Head Start Reports:
Ms. Griffith commented on the PIR report. There was an amendment to an amount awarded for a September submission, \$1.6 million awarded.

V. Reports to the Board

- A. Chair
Mr. Guerra stated there will be new appointments coming in the new year. He thanked Ms. Lee for her years of dedication and commitment.
- B. Executive Director:
Ms. Lee gave thanks for her time at SETA. She thanked Mr. Nottoli for all his time with the Board. She introduced Ms. Jennifer Hernandez, the new SETA Executive Director. Ms. Hernandez gave a brief self introduction.
- C. Deputy Directors:
Ms. Saurbourne thanked Mr. Nottoli for his time with the Board and thanked Ms. Lee for her leadership.
- D. Counsel:
Mr. Thatch commended Ms. Lee for her time and efforts within SETA, as well as Mr. Nottoli.
- E. Members of the Board:
Ms. Vang thanked Ms. Lee for years of service at SETA. She is looking forward to working with Ms. Hernandez. She shared her admiration and gratitude for Mr. Nottoli.

Mr. Nottoli thanked everyone for the kind words and greeted Ms. Hernandez.

- F. Public:

Ms. Renee John provided the following information: The ECE Careers work and discussion continues at a virtual event on Dec 6th 12:30 to 2 pm. Registration is available here: <https://www.valleyvision.org/events/early-childhood-education-conversation/>

- VI. Adjournment:** The meeting adjourned at 11:28 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Jennifer Hernandez, Executive Director, has reviewed the claims for the period 11/22/2022 through 01/26/2023, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 11/22/2022 through 01/26/2023.

PRESENTER: Jennifer Hernandez

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 OF APPOINTMENT TO THE SACRAMENTO WORKS BOARD

BACKGROUND:

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

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

Staff recently received an application from Ms. Kyla Bryant, Executive Director for the Sacramento Metro Chamber Foundation to replace the business sector seat vacated by Ms. Ollanik. Her application is being sent under separate cover.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the business sector seats by the SETA Governing Board. The Sacramento Works Executive Committee met on January 23, 2023, and is forwarding Ms. Bryant's application for a business sector seat with a recommendation for appointment.

RECOMMENDATION:

Review the application and appoint Ms. Bryant to fill a business sector seat on the Sacramento Works Board.

PRESENTER: Roy Kim

ITEM II-E-CONSENT

RECEIVE, ADOPT AND FILE THE SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2023

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2023 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

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

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2023.

PRESENTER: D'et Saurbourne

ITEM III-F– CONSENT

APPROVAL OF DESIGNATION OF THE CHILDREN AND FAMILY SERVICES
DEPUTY DIRECTOR AS COMMUNITY CARE LICENSING REPRESENTATIVE

BACKGROUND:

In accordance with Community Care Licensing requirements, licensed facilities are required to have an authorized person continuously present at the facility during operational hours to represent the facility and to accept licensing reports.

The Community Care Representative for the agency holds the authority to delegate the above authority to appropriate staff (Site Supervisors) in compliance with CCR Title 22, Division 12 Section 101215.1.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Deputy Director as the Community Care Licensing Representative.

PRESENTER: Karen Griffith

ITEM III- A- 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 February 2, 2023.

PRESENTER: Jennifer Hernandez

ITEM III-A-2 - ACTION

APPROVAL TO CANCEL THE NOVEMBER 4 REQUEST FOR PROPOSALS (RFP) FOR BUILDING MAINTENANCE, REPAIR AND CONSTRUCTION PROJECTS

BACKGROUND:

On November 4, 2022, SETA released a Request for Proposals (RFP) to procure vendors/contractors to perform building maintenance, repair and construction projects for the Children and Family Services Department. The RFP solicited proposals from licensed building maintenance and repair contractors/vendors interested in providing property maintenance and repair services and/or construction projects for a variety of Head Start Early Learning Centers (i.e. childcare centers) located in the Sacramento metropolitan area.

The intent of the solicitation was to build a list of qualified contractors/vendors that SETA may use for current and/or future building maintenance, repair and construction projects. Under the terms of the RFP, the resulting contract(s) would be effective through July 31, 2026. A Public Notice announcement was posted on the Sacramento Regional Builder Exchange and on the SETA website. SETA also emailed copies of the RFP to forty-nine (49) vendors/contractors that SETA has used over the past 12-24 months. On November 10, 2022, an Offerors' Conference was held with two companies in attendance. Site walks were also offered during the week of November 14th for potential contractors/vendors to walk the site and learn more about the scope of work for each location. Written Scopes of Work were posted to SETA's website and the Sacramento Regional Builders Exchange for those who could not attend the site walks.

The RFP outlined current available projects as well as potential future needs with an anticipated combined budget of \$4M, over the next three years. SETA received three (3) responses by the deadline of December 9, 2022. Proposers included:

Company Name	Project Category
B.M. Lynn Painting, Inc.	Current Projects: <ul style="list-style-type: none">• Painting – Interior (9 of 10 centers)• Painting – Exterior (2 of 2 centers)• Painting – Metal Fencing and Posts (6 of 11 centers)
Elite Power	Future Projects: <ul style="list-style-type: none">• Structural Construction and Repairs – electrical only
Swierstok Enterprises Inc., dba Pro Builders	Current Projects: <ul style="list-style-type: none">• Artificial Turf (5 of 5 centers)• Cabinets and Countertops (7 of 7 centers)• Concrete Services (1 of 1 center)• Electronic Access Control Systems (3 of 3 centers)• Exterior Siding Removal and Replacement (1 of 1 center)• HVAC Systems (4 of 4 centers)• Painting – Interior (10 of 10 centers)

ITEM III-A-2-ACTION (continued)

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	<ul style="list-style-type: none">• Painting – Exterior (2 of 2 centers)• Painting – Metal Fencing and Posts (11 of 11 centers)• Play Ground Equipment and Shade Structure Installation (2 of 2 centers)• Storage Sheds (8 of 8 centers) <p>Future Projects:</p> <ul style="list-style-type: none">• Building Improvements (Interior and Exterior)• Demolition• Fence Construction and Repair• Modular Building/Classrooms• Parking Lot• Play Ground Equipment and Shade Structure Installation• Play Yard Renovation and Repair• Signage and Window Wrap Installation• Structural Construction and Repairs
--	--

All three (3) proposals were determined to be non-responsive because they were missing required information needed to evaluate each proposal. Specifically, each proposal was missing information about the organization; its qualifications and experience; project approach and the written statement acknowledging their willingness to accept the sample contract terms or identify specific expectations to the sample agreement. The RFP stipulated these items were required in the response.

Since all proposals received were considered non-responsive, staff is recommending that the Board cancel the November 4 Request for Proposals for Building Maintenance, Repair and Construction Projects.

Staff will be available to answer questions.

RECOMMENDATION

Approve cancellation of the November 4 Request for Proposals for Building Maintenance, Repair and Construction Projects.

PRESENTER: Karen Griffith

ITEM III-A-3- ACTION

APPROVAL OF PROCUREMENT OF PROFESSIONAL ARCHITECTURAL SERVICES

BACKGROUND:

On December 2, 2022, SETA released a Request for Qualifications (RFQ) to procure professional architectural services for Head Start playground, parking lot, office pod construction, and leasehold improvements, the total cost of which would not exceed the federal simplified acquisition threshold of \$250,000. The RFQ was posted publicly to SETA's website and directly solicited to 8 architecture firms.

SETA received only one response to the RFQ before the 5:00 p.m. (PST) deadline on January 10, 2023.

Upon review of the Statement of Qualifications that was provided, the review team has determined that the respondent, Williams + Paddon (19six Architects), meets the qualifications and has submitted a thorough proposal. Additionally, the firm has prior experience working with SETA on the renewal of its administrative office lease, the Northview Head Start renovation project and the Hopkins Park Head Start modular construction project.

Federal regulations and SETA's procurement policies authorize the use of non-competitive procurement when, "after solicitation of a number of sources, competition is determined to be inadequate." Consistent with federal regulations and SETA's procurement policies, SETA has determined that non-competitive procurement is appropriate due to the solicitation of proposals from multiple sources and the receipt of only one responsive proposal.

RECOMMENDATION:

Find that non-competitive procurement for professional architecture services is appropriate because after solicitation of a number of sources, competition is inadequate, but the solicited architectural services are available from the single responsive proposal. Approve the selection of Williams + Paddon (19six Architects), and approve the issuance of a contract not to exceed \$250,000 in cumulative expenditures.

PRESENTER: D'et Saurbourne

ITEM III-B-1– ACTION

APPROVAL OF FUNDING AUGMENTATION RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS, PROGRAM YEAR (PY) 2022-2023

BACKGROUND:

On an annual basis, SETA receives Workforce Innovation and Opportunity Act, Title I, Adult and Dislocated Worker (DW) funding from the California Employment Development Department (EDD). These funds are utilized as established in a Resource Allocation Plan (RAP) approved annually by the Sacramento Works, Inc. (SWI) Board, Sacramento's Local Workforce Development Board (LWDB), and the SETA Governing Board. A portion of the WIOA Adult and DW funds are reserved by SETA to fund SETA-hosted Sacramento Works America's Job Centers of California (Job Centers) and administrative and support staff, and a portion of the funds are allocated through a Request for Proposals (RFP) process to organizations to host Job Centers. The WIOA, Title I, RFP process is required to be conducted at least once every four years.

On June 4, 2020, the SETA Governing Board approved funding ten organizations to host Job Centers that responded to the Sacramento Works America's Job Centers System Services RFP released on March 6, 2020. The Job Centers are strategically located throughout Sacramento County and provide job seekers with universal access to a variety of tools and services intended to result in entry into career pathways in high demand occupations. Services include in-depth assessments, career coaching, computer and financial literacy, labor market information and career exploration, job search assistance, adult education and literacy, vocational and entrepreneurial training, and apprenticeship opportunities.

Contracts were negotiated and executed with the funded Job Centers for one-year, which began July 1, 2020. All contracts contain language that provides SETA the sole discretion to extend contracts for up to three additional one-year terms based on program performance and funding availability. All contracts were extended for PY 2021-2022.

On June 2, 2022, the SETA Governing Board approved extending all contracts for PY 2022-2023, based on preliminary WIOA funding allocations. Subsequently, SETA was notified that final WIOA allocations increased by 12.89%, providing an additional \$700,000 for direct services to customers.

Staff is recommending setting aside approximately 50% (\$350,000) to provide direct services to customers via SETA/Partner-hosted Job Centers and Individual Training Accounts (ITA)/Support Services. The remaining amount of approximately \$350,000 is covered in this funding recommendation.

The purpose of this item is to request the Board's approval to augment PY 2022-2023 contracts for the subcontracted Job Centers, as indicated in the attached funding chart.

ITEM III-B-1-ACTION (continued)

Page 2

Recommended augmentations are based on current program performance and each Center's capacity to serve additional customers and use of ITA funds. If approved, the staff funding extension recommendations would increase Job Center contracts by \$200,000 and increase scholarships for training and supportive services by \$150,000.

RECOMMENDATIONS:

Approve staff funding augmentation recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart.

PRESENTER: Roy Kim

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works Job Center Services
Staff Funding Augmentation Recommendation
FY 2022 - 2023

Service Provider	CURRENT WIOA FUNDING 2022-23		WIOA FUNDING AUGMENTATION RECOMMENDATIONS 2022-23			
	Total Funding (Includes \$20,000 in Scholarships)	Numbers to be Served (Basic)	Basic and Individualized Career Services	Scholarship Funding*	Cost Per Customer	Additional Number to be Served** (Basic Career Services)
Subcontracted Sacramento Works America's Job Center System Services						
Sacramento City USD	\$ 251,000	1,283	\$ 20,000	\$ 20,000	\$ 180	111
Elk Grove USD	366,500	1,305	20,000	20,000	265	75
Asian Resources, Inc.	312,677	1,617	20,000	15,000	181	110
California Human Development Corporation	226,681	786	20,000	10,000	239	84
Lao Family Community Development	270,000	1,250	20,000	10,000	200	100
La Familia Counseling Center, Inc.	270,000	1,168	20,000	15,000	214	93
Fruitridge (Pivot Sac)	170,000	774	20,000	15,000	194	103
Folsom Cordova Community Partnership	320,000	1,402	20,000	15,000	214	93
Greater Sacramento Urban League	278,431	1,444	20,000	15,000	179	112
PRIDE Industries	162,385	1,076	20,000	15,000	132	151
Total Subcontracted	\$2,627,674	12,105	\$200,000	\$150,000	\$193	1,034

****A minimum of 10% of Total Customers must be served under Individualized Career Services.**

ITEM III-B-2-ACTION

APPROVAL OF THE REQUEST FOR PROPOSALS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) TITLE I, YOUTH PROGRAM SERVICES FOR PROGRAM YEARS 2023-2027

BACKGROUND:

In November 2022, the Sacramento Works, Inc. Youth Committee began the planning and public input process for developing a Request for Proposals (RFP) for the WIOA Youth Program for program years 2023-2027.

On January 19, 2023, the Youth Committee approved the draft to procure the WIOA Youth Program Services. Through committee discussions, and community and youth input, the WIOA Youth Program RFP has been drafted to focus on the following areas:

- Increased flexibility and innovation in service delivery/program design
- Increased access to services in high need areas
- Develop diverse work-based learning opportunities and industry sector partnerships
- Provide Earn & Learn opportunities including pre-apprenticeships and apprenticeships
- Alignment of Initiatives such as Public Service Pathways, Digital Equity and Inclusion, Aggie Square, Climate Action, Future of Work, California Apprenticeship Initiative
- Provide leadership opportunities for youth to serve on the Youth Committee

On January 25, 2023, the Sacramento Works, Inc. Board reviewed and approved the WIOA Youth RFP.

A copy of the RFP is provided under separate cover.

RECOMMENDATION

Agree with the Sacramento Works, Inc. Workforce Development Board to approve the release of the Request for Proposals (RFP) for the WIOA Title I, Youth Program Services for Program Years 2023-2027.

PRESENTER: Lauren Mechals

ITEM III-C-1– ACTION

RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR EXPANSION FUNDS FOR FISCAL YEAR 2023-24

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the December 2022 submission of a funding application to the California Department of Social Services (CDSS) with a maximum reimbursement amount of approximately \$925,000 for fiscal year 2023-2024. These funds will provide additional CCTR (General Child Care and Development) services to 38 infants/toddlers in full-day, full-year child development programs.

On November 18, 2022, the California Department of Social Services released a funding announcement for expansion funds to provide full-day/full-year services on or after April 1, 2023. Funding will be allocated by county and, within each county by Local Planning Council (LPC) priority area. Awards will be made in order of highest passing score first. SETA is seeking funding to serve 38 infants/toddlers (CCTR) in center-based care for the following locations:

CCTR- Infant/Toddler			
Center	# of Children	Zip Code	Zip Code Priority
North Avenue	8	95838	1
Hopkins Parks	6	95822	3
Illa Collins	16	95824	2
Florin Grammar	8	95828	1
TOTAL	38 children		

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

Deputy Director Karen Griffith will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the application for expansion funds for fiscal year 2023-2024 to the California Department of Social Services with a maximum reimbursement amount of approximately \$925,000.

PRESENTER: Karen Griffith

ITEM IV-A - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2022

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31, 2022.

Staff will be available to answer questions.

PRESENTER: D'et Saurbourne

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT REWARDS POINTS PROGRAM AS OF DECEMBER 31, 2022

Total REWARDS points as of December 31, 2021 (last reported to Board)	5,154,874
REWARDS points accumulated from January 1, 2022 to December 31, 2022	770,628
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	-
Customer supports and incentives	(5,000)
Employee/Board recognition/wellness activities	(5,882)
Total REWARDS points used since the last reporting period	<u>(10,882)</u>
Total REWARDS points available/remaining	<u><u>5,914,620</u></u>

ITEM IV-B– INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

PRESENTER: D'et Saurbourne

MEMORANDUM

TO: Ms. Stephanie Nguyen **DATE:** January 25, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL	\$630,000	10/1/2021-9/30/2022	7/1/2022-9/30/2022
RSS	ES/Std AI	\$260,000	10/1/2021-9/30/2022	7/1/2022-9/30/2022
RSS	OJT	\$360,000	10/1/2021-9/30/2022	7/1/2022-9/30/2022
RSS	COVID-19	\$36,570	10/1/2021-9/30/2022	7/1/2022-9/30/2022
RSS	AddSupport	\$132,440	12/2/2021-9/30/2022	7/1/2022-9/30/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: November 2022

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: Asian Resources, Inc.

Findings and General Observations:

- 1) We have reviewed the Refugee programs from July 1, 2022 to September 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 with the following exceptions:
- 2) During disbursement testing it was noted that Asian Resources was allocating the monthly mileage driven by an employee by percentage instead of by the direct charge method.

Recommendations for Corrective Action:

- 1) SETA recommends Asian Resources submit a Corrective Action Plan to SETA addressing having a set policy and procedure in place to tabulate mileage by individual trip based on program. As discussed during the monitoring review, beginning December 1, 2022, Asian Resources will charge employee mileage to the appropriate program as a direct cost.

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Ms. Balmain
FROM: David B. Clark, SETA Fiscal Monitor

DATE: December 22, 2022

RE: Fiscal Desk Monitoring of Folsom Cordova Unified School District – Adult Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ELL	\$ 112,000	10/1/21 - 9/30/22	10/1/21 - 9/30/22
RSS	Covid-19 Additional	\$ 12,040	12/2/21 - 9/30/22	12/2/21 - 9/30/22
RSS	Covid -19	\$ 2,650	10/1/21 – 9/30/22	10/1/21 – 9/30/22

Monitoring Purpose: Initial ☐ Follow-Up ☐ Special ☐ Final ☒

Date of review: November 17, 2022

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	N/A			
3	Bank Reconciliation	N/A			
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 Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Folsom Cordova Unified School District – Adult Education

Findings and General Observations:

The total costs as reported to SETA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Jason Buckingham

DATE: January 13, 2023

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Golden Sierra JTA

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Career - NDWG	\$140,000	9/24/21 – 9/30/23	9/24/21 – 9/30/2022

Monitoring Purpose: Initial X Follow-up Special Final

Date of review: November 30, 2022

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

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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Golden Sierra JTA

Findings and General Observations:

- 1) The total costs as reported to SETA for the WIOA program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Ms. Cindy Newton **DATE:** December 22, 2022

FROM: David B. Clark, SETA Fiscal Monitor

RE: Desk Monitoring of North Central Counties Consortium

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	CAREER TET-NDWG	\$881,998	9/24/21 – 9/23/23	9/24/21 – 9/30/2022

Monitoring Purpose: Initial X Follow-up Special Final

Date of review: 11/17/2022
Follow Up: 11/21, 12/1, 12/2, 12/5

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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: North Central Counties Consortium

Findings and General Observations:

- 1) The total costs as reported to SETA for the WIOA program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy **DATE: January 19, 2023**

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$30,000	1/01/2022-12/31/2022	1/01/2022-12/31/2022

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

Date of review: January 2023

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

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program from January 1, 2022 to December 31, 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: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Lisa Teal **DATE:** January 25, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$8,963,043	8/01/21-7/31/22	2/01/22-7/31/22
Head Start	T & TA	\$33,400	8/01/21-7/31/22	2/01/22-7/31/22
Head Start	COVID	\$478,671	8/01/21-7/31/22	2/01/22-7/31/22
Head Start	ARP & CRRSA	\$1,568,349	4/01/21-3/31/23	4/01/21-7/31/22
Early HS	Basic & COLA	\$2,024,595	8/1/2021-7/31/22	2/01/22-7/31/22
Early HS	T & TA	\$30,912	8/1/2021-7/31/22	2/01/22-7/31/22
Early HS	COVID	\$95,450	8/1/2021-7/31/22	2/01/22-7/31/22
Early HS	ARP	\$246,063	4/01/21-3/31/23	4/01/21-7/31/22

Monitoring Purpose: Initial: Follow Up: Special: Final: X

Date of Review: October/November 2022

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2021 to July 31, 2022 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order with the following exception.
- 2) During disbursement testing it was found that a purchase for \$52,331.64 from School Specialty did not following the District's policy requiring a Cabinet member to approve any purchase over \$10,000. The multiple purchase requisitions were submitted on the same date, for the same amount (just under \$10k), for the same quantities and each shipped to the same location combining into one purchase order for \$52,331.64. The District's Policies and Procedures require a Cabinet member to approve any purchase over \$10,000.

Recommendations for Corrective Action:

San Juan Unified will write a Corrective Action Plan detailing training for ECE employees so that the District's Policies and Procedures requiring a Cabinet member's approval for any purchase over \$10,000 are consistently applied.

cc: Jennifer Hernandez
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Vasseliki Vervilos **DATE:** December 22, 2022

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	ES/SA	\$ 185,455	10/1/21 - 9/30/22	1/1/22 – 9/30/22
RSS	VESL/ES	\$ 414,300	10/1/21 - 9/30/22	1/1/22 – 9/30/22
RSS	C-19 Addt'l Supp	\$ 153,080	10/1/21 - 9/30/22	1/1/22 – 9/30/22
RSS	COVID 19	\$ 47,170	10/1/21 - 9/30/22	1/1/22 – 9/30/22

Monitoring Purpose: Initial ☐ Interim ☐ Special ☐ Final ☒

Date of review: November 17, 22

Follow up: 11/15

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	N/A			
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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA for the RSS programs have been traced to the subgrantee's fiscal records.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal desk monitoring.

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Mark Dandeneau **DATE:** January 13, 2023

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 84,000	1/1/22 – 12/31/22	1/1/22 – 7/31/22
CSBG	SN CARES	\$ 37,724	11/2/20 - 7/29/22	8/1/21 - 7/29/22
CSBG	FSS CARES	\$ 78,506	11/2/20 - 3/31/22	8/1/21 - 3/31/22

Monitoring Purpose:	Initial	<u>X</u>	Follow-up	Special	Final	<u>X</u>
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Date of review: November 17th, 2022

Follow up: 11/18, 12/2, 12/19, 12/22

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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: World Relief Corporation - Sacramento

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grants from August 1, 2021 to July 31, 2022 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
Governing Board

ITEM IV–C– INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

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

Mr. William Walker will be available to answer questions.

PRESENTER: William Walker

SETA- Employer Activity Report

The following is an update of information as of January 24, 2023

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			
Acara Solutions, Inc.	1	Assembler	1
Age in Place Sacramento	6	Life Enhancement Caregivers	5
Atelier Staffing LLC	9	Room Attendant	10
Bagatelos Glass Systems, Inc.	3	Journeyman Glazier	1
	3	Shop Production Worker	1
Blue White Robotics US Inc.	7	Robotic Field Technician	1
Brooke Meadow Community	9	Maintenance and Repair Worker	1
California Department of Social Services	9	Licensing Program Analyst	5
	7	Information Technolgy Specialist II	1
	9	Research Data Supervisor I	1
ChildCare Careers	9	Teacher Aide/Assistant	20
City of Elk Grove	9	Administrative Analyst I	1
	9	Administrative Assistant	1
	9	Animal Services Officer	1
	3	Assistant Engineer/Associate Engineer	3
	9	Associate Civil Engineer	1
	9	Code Enforcement Officer I	1
	9	Community Center Attendant	1
	9	Engineering Technician I	1
	9	Human Resource Specialist	1
	9	Management Analyst	1
	9	Police Officer	1
	9	Police Recruit -	1
	9	Public Works Division Manager-Engineering Traffic Engineering Manager	1
	9	Real Time Information Center Specialist	1
	9	Senior Administrative Assistant	1
	9	Senior Code Enforcement Officer	1
	9	Senior Human Resources Specialist	1
	9	Traffic Control and Street Lighting Supervisor	1
	9	Senior Deputy City Clerk	1

SETA- Employer Activity Report

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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	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	5
	9	Administrative Assistant	3
	9	Administrative Officer	1
	9	Administrative 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	Building Maintenance Worker	1
	9	Cashier - Aquatics	1
	9	Chief Building Official	1
	3	Code Enforcement Officer	1
	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

SETA- Employer Activity Report

The following is an update of information as of January 24, 2023

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	Deputy City Attorney I	2
	9	Deputy City Clerk	1
	9	Deputy Fire Chief	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	7	Dispatcher I- Recruit	2
	7	Dispatcher II	2
	9	Electronic Maintenance Technician	1
	9	Electronic Maintenance Technician II	1
	9	Equipment Service Worker	1
	9	Events Duty Person	1
	9	Executive Assistant	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	Office Specialist	1
	9	Operations General Supervisor	1
	9	Park Maintenance Worker	1
	9	Park Maintenance Worker II	1
	9	Parking Facilities Maintenance Supervisor	1
	3	Plant Operator	1
	9	Plant Operator-Water Division	1
	9	Police Officer	2
	9	Police Officer-Recruit	2
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1

SETA- Employer Activity Report

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City of Sacramento	9	Pool Manager	1
	9	Program Coordinator	1
	9	Program Specialist	2
	9	Program Supervisor	1
	9	Real Property Agent II	1
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Senior Accounting Technician	2
	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
	7	Senior Telecommunications Technician	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer Trainee	1
	9	Supervising Engineer	1
	9	Supervising Forensic Investigator	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 Leadworker	2
	9	Utilities Operations and Maintenance Service Worker	2
	9	Vehicle Service Attendant	1
	9	Veterinarian	1
	9	Youth Aide	1
DaSaMi Inc	9	Tow Truck Operator	1
Easter Seals Society of Superior California	9	Credential Specialist	1
	9	Direct Support Professional	10
	9	Employment Specialist	2
	9	Job Coach Vocational Crew Lead	2
	9	Occupational Therapist	2

SETA- Employer Activity Report

The following is an update of information as of January 24, 2023

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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	6	Physical Therapist	2
	9	Program Support Trainer	1
	6	Speech and Language Pathologist	1
Eskaton Properties, Inc	4	Licensed Vocational Nurse	20
Health and Life Organization, Inc.(HALO)	9	Credential Specialist	1
Kaiser Permanente	6	Environmental Specialist	4
	6	Lab Technician	4
Leadpoint Business Services	9	Recycling Sorter	15
Los Rios Community College District	4	Account Clerk I	1
	4	Account Clerk III	1
	4	Account Clerk III	1
	4	Accountant	1
	4	Administrative Assistant I	1
	4	Administrative Assistant III	2
	4	Admissions/Records Evaluator II - Veterans Affairs	1
	4	Assistant Financial Aid Officer	1
	4	Associate Dean of Student Success and Equity	1
	4	Associate Vice President of Student Resources and Financial Aid	1
	4	Associate Vice President, Guided Pathways Implementation	1
	4	Athletic Trainer	2
	4	Black Student Success Counselor	1
	4	Building Automation and Systems Integration Analyst	1
	4	Business Services Supervisor	1
	4	Campus Patrol	1
	4	Chemistry Adjunct Assistant Professor Pool	1
	4	Clerk III	2
	4	College Nurse Clinician	1
	4	College Safety Officer	1
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	1
	4	Counseling Clerk II	1
	4	Custodial Supervisor	1

SETA- Employer Activity Report

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Los Rios Community College District	4	Custodian	6
	4	Dean of Health & Education	1
	4	Dean of Health and Human Services/Agriculture, Food and Natural Resources	1
	4	Dean of Health and Wellness Services	1
	4	Dean of Institutional Effectiveness and Innovation	1
	4	Dean of Student Services and Enrollment	1
	4	Developing Hispanic-Serving Institutions Grant Project Director (VII)	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	Ethnic Studies Adjunct Assistant Professor Pool	1
	4	Facilities Maintenance-Heating/Ventilation/Air Conditioning/Plumbing Supervisor	1
	4	Facilities Planning and Engineering Specialist	1
	4	Financial Aid Clerk II	1
	4	Fire Technology Assistant Professor/Coordinator	1
	4	Geography Adjunct Assistant Professor Pool	1
	4	Health Services Assistant	1
	4	Information Technology Business/Technical Analyst II	1
	4	Information technology Business/Technical Analyst II- Customer Relationship Management	2
	4	Instructional Assistant - Accounting	1
	4	Instructional Assistant - Costuming and Makeup	1
	4	Instructional Assistant - Early Childhood Education	1
	4	Instructional Assistant - Health Occupations	1
	4	Instructional Assistant-Theatre Music	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Services Assistant II	2
	4	IT Systems/Database Administrator Analyst II	1
	4	Kinesiology, Health, and Athletics Professor and Athletic Coordinator	1
	4	Laboratory Technician - Builder/Maker	1
	4	Laboratory Technician - Science	1
	4	Laboratory Technician - Science-Chemistry	1
Los Rios Community College District	4	Laboratory Technician - Science-Physics	1

SETA- Employer Activity Report

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	4	Lead Instructional Services Assistant	1
	4	Lead Laboratory Technician - Mechanics	1
	4	Lead Maintenance Painter	1
	4	Maintenance HVAC Mechanic	1
	4	Music Adjunct Assistant Professor Pool	1
	4	Nursing Assistant Professor-Medical Surgical Focus	2
	4	Nursing Assistant Professor-Obstetrics Focus	1
	4	Occupational Therapy Adjunct Assistant Professor Pool	1
	4	Occupational Therapy Adjunct Assistant Professor Pool	1
	4	Occupational Therapy Assistant Professor	1
	4	Outreach Specialist	3
	4	Outreach Specialist-Upward Bound TRIO	1
	4	Payroll Specialist	1
	4	Payroll Technician	2
	4	PEACE (Peer Engagement for Achievement, Culture, Connection and Excellence) Adjunct Counselor	1
	4	Physical Therapy Adjunct Assistant Professor Pool	1
	4	Physics/Astronomy Assistant Professor	1
	4	Police Captain	1
	4	Police Communication Dispatcher	1
	4	Police Detective	1
	4	Police Officer	1
	4	President of American River College	1
	4	President of Folsom Lake College	1
	4	President of Sacramento City College	1
	4	Railroad Operations Adjunct Assistant Professor	1
	4	Regional Director (VII) of Philanthropy	1
	4	Registered Nurse Clinical Adjunct Assistant Professor Pool	1
	4	Senior Information Technology Business/Technical Analyst	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Senior IT Technician	1
	4	Senior IT Technician-Lab/Area Microcomputer Support	1

SETA- Employer Activity Report

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Los Rios Community College District	4	Special Projects - Emergency Medical Technician Assistant	1
	4	Special Projects - Events Coordinator	1
	4	Staff Resources Center Assistant	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 - Outreach Services	1
	4	Student Personnel Assistant - Student Services	2
	4	Student Personnel Assistant - Student Services -Pride Center	1
	4	Student Personnel Assistant - Workforce and Economic Development	1
	4	Student Support Specialist	18
	4	Student Support Supervisor	2
	4	Theater Technician	1
	4	Transfer Center Counselor/Transfer Center Coordinator	1
	4	Vice President of Administration	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
Primeflight Aviation Services	9	Overnight Aircraft Cleaner	3
Resource Staffing Group	9	Assistant Bank Branch Manager	1
	9	Bank Teller	5
Sacramento Children's Home	9	Family Facilitator Supervisor II	1
	6	Family Finding Permanency Specialist	1
	6	Family Specialist	1
	6	Lead Residential Counselor	1
	6	Residential Counselor	2
	4	Skills Trainer	1
	6	Therapeutic Behavioral Services Supervisor	1
	6	Therapist-Counseling Center and Wraparound	2
	6	Urgent Response Supervisor	2
Sacramento County Office of Education	4	Para Educator SH	19
Sacramento Employment and Training Agency	9	Clerk of the Boards	1

SETA- Employer Activity Report

The following is an update of information as of January 24, 2023

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	9	Fiscal Department Chief	1
Sacramento Regional Transit	9	Attorney II -Transactional and Advisory Emphasis	1
	9	Bus Operator	6
	9	Director, Community & Contract Bus Services	1
	9	Director, Light Rail Operations	1
	9	Director, Planning	1
	9	Grants Analyst/Senior Grants Analyst	1
	9	Lead Community Outreach Specialist	1
	9	Materials Management Supervisor	1
Sacramento Regional Transit	9	Mechanic A	1
	9	Network Operations Engineer	1
	9	Operator-Elk Grove Service	1
	9	Paratransit Operator	6
	9	Paratransit Operator/Trainer	6
	9	Paratransit Service Worker	6
	9	Program Analyst	1
	9	Security Operations Center Specialist	1
	9	Senior Manager, Budget	1
	9	Senior Manager, Data Center & Network Operations	1
	9	Transit Ambassador	6
Southgate Recreation and Park District	9	Parks Maintenance	3
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
TTEC Government Solutions, LLC.	9	Bilingual Healthcare Customer Service Representative - Mandarin-English	50
	9	Bilingual Healthcare Customer Service Representative - Russian-English	50

SETA- Employer Activity Report

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	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
Trashlogic LLC	9	Waste Flow Technician	3
Van Dermeyden Makus Law Corporation	9	HR Specialist	1
Total			1,378

ITEM IV-D– INFORMATION

DISLOCATED WORKER UPDATE

BACKGROUND:

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

PRESENTER: William Walker

Dislocated Worker Information PY 2022/2023

The following is an update of information as of January 24, 2023

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
Summit Funding 3900 Lennane Dr. Ste. 210 Sacramento, CA 95834	Finance	11/23/2022	Permanent	72	Sacramento, CA	Yes	N
Reverse Mortgage Funding LLC. 2355 Gold Meadow Way, Ste.150 Gold River, CA 95670	Finance	11/29/2022	Permanent	44	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
Blue Shield of CA 3300 Zinfandel Dr. Rancho Cordova, CA 95670	Healthcare	1/25/2023	Permanent	24	Rancho Cordova	Yes	N

Dislocated Worker Information PY 2022/2023

The following is an update of information as of January 24, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
Intel Corporation 1900 Prairie City Dr. Folsom, CA 95630	Electronics	3/15/2023	Permanent	167	Sacramento, CA	Yes	N
Doordash, Inc. 5201 Mission Street, 12th Floor San Francisco, CA 94103	Retail	3/1/2023	Permanent	3	San Francisco	Yes	N
Bed Bath & Beyond 3611 N. Freeway Sacramento, CA 95834	Retail	3/1/2023	Permanent	22	Sacramento, CA	Yes	N
TOTAL				921			

ITEM IV–E– INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of December was 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: Cara Welch

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 jobs in the Sacramento region down 1,500 over the month; up 32,500 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 3.3 percent in December 2022, down from a revised 3.7 percent in November 2022, and below the year-ago estimate of 4.3 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 3.6 percent in Yolo County.

Between November 2022 and December 2022, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo, decreased by 1,500 to total 1,071,100 jobs.

- Construction experienced a normal seasonal decline in December with the reduction of 1,500 jobs. Specialty trade contractors (down 1,100 jobs) was responsible for 73 percent the decrease.
- Over the month, government reported a loss of 1,200 jobs. Local government (down 1,000 jobs) accounted for 83 percent of the decline. State government shed 200 jobs, while federal government remained unchanged.
- On the upside, trade, transportation, and utilities continued its upward trend in December with a gain of 1,100 jobs. Job growth occurred in retail trade (up 500 jobs), transportation, warehousing, and utilities (up 500 jobs), and wholesale trade (up 100 jobs).
- Leisure and hospitality payrolls rose by 700 jobs in December. Arts, entertainment, and recreation added 400 jobs. Accommodation and food services was up 300 jobs.

Between December 2021 and December 2022, total jobs in the region increased by 32,500 or 3.1 percent.

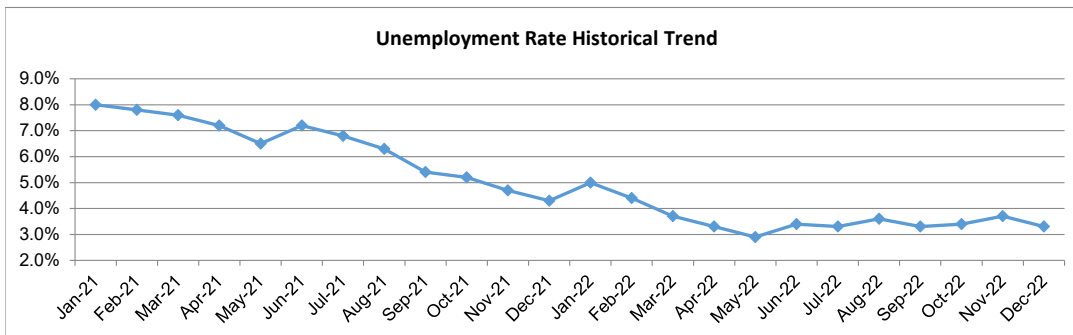
- Education and health services led the region in year-over growth with the addition of 11,100 jobs. Healthcare and social assistance was responsible for a majority of the gain, adding 10,500 jobs. Educational services picked up 600 jobs.
- Leisure and hospitality rose by 5,900 jobs since last December. Accommodation and food services increased by 3,900 jobs, while arts, entertainment, and recreation added 2,000 jobs.
- Government reported a year-over increase of 4,900 jobs. Local government (up 5,000 jobs) and state government (up 200 jobs) were responsible for the expansion. These gains were offset by a loss of 300 jobs in federal government.
- Additional year-over employment gains of over a thousand jobs occurred in the following sectors: other services (up 3,500 jobs), professional and business services (up 3,000 jobs), trade, transportation, and utilities (up 1,700 jobs), and construction (up 1,200 jobs).

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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 December 2022, down from a revised 3.7 percent in November 2022, and below the year-ago estimate of 4.3 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 3.6 percent in Yolo County.



Industry	Nov-2022	Dec-2022	Change		Dec-2021	Dec-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,072,600	1,071,100	(1,500)		1,038,600	1,071,100	32,500
Total Farm	7,900	8,100	200		8,000	8,100	100
Total Nonfarm	1,064,700	1,063,000	(1,700)		1,030,600	1,063,000	32,400
Mining, Logging, and Construction	76,000	74,500	(1,500)		73,300	74,500	1,200
Mining and Logging	700	700	0		700	700	0
Construction	75,300	73,800	(1,500)		72,600	73,800	1,200
Manufacturing	38,700	38,700	0		37,900	38,700	800
Trade, Transportation & Utilities	173,700	174,800	1,100		173,100	174,800	1,700
Information	10,500	10,400	(100)		10,300	10,400	100
Financial Activities	53,000	53,100	100		52,900	53,100	200
Professional & Business Services	141,100	140,700	(400)		137,700	140,700	3,000
Educational & Health Services	181,100	181,400	300		170,300	181,400	11,100
Leisure & Hospitality	104,600	105,300	700		99,400	105,300	5,900
Other Services	36,400	35,700	(700)		32,200	35,700	3,500
Government	249,600	248,400	(1,200)		243,500	248,400	4,900

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

Labor force data are revised month to month

SETA Government Board members are available on line at www.labormarketinfo.edd.ca.gov

Thursday, February 2, 2023

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

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,102,400	1,118,600	1,114,000	1,115,500	0.1%	1.2%
Civilian Employment	1,055,000	1,080,800	1,072,700	1,078,900	0.6%	2.3%
Civilian Unemployment	47,400	37,800	41,300	36,600	-11.4%	-22.8%
Civilian Unemployment Rate	4.3%	3.4%	3.7%	3.3%		
(CA Unemployment Rate)	4.8%	3.8%	4.0%	3.7%		
(U.S. Unemployment Rate)	3.7%	3.4%	3.4%	3.3%		
Total, All Industries (2)	1,038,600	1,071,100	1,072,600	1,071,100	-0.1%	3.1%
Total Farm	8,000	9,400	7,900	8,100	2.5%	1.3%
Total Nonfarm	1,030,600	1,061,700	1,064,700	1,063,000	-0.2%	3.1%
Total Private	787,100	813,600	815,100	814,600	-0.1%	3.5%
Goods Producing	111,200	116,800	114,700	113,200	-1.3%	1.8%
Mining, Logging, and Construction	73,300	77,800	76,000	74,500	-2.0%	1.6%
Mining and Logging	700	700	700	700	0.0%	0.0%
Construction	72,600	77,100	75,300	73,800	-2.0%	1.7%
Construction of Buildings	14,500	17,000	16,800	16,900	0.6%	16.6%
Specialty Trade Contractors	49,400	51,100	50,000	48,900	-2.2%	-1.0%
Building Foundation & Exterior Contractors	13,600	14,100	13,600	13,300	-2.2%	-2.2%
Building Equipment Contractors	20,200	21,000	20,600	20,300	-1.5%	0.5%
Building Finishing Contractors	10,700	11,400	11,200	11,000	-1.8%	2.8%
Manufacturing	37,900	39,000	38,700	38,700	0.0%	2.1%
Durable Goods	23,500	23,800	23,800	23,800	0.0%	1.3%
Computer & Electronic Product Manufacturing	4,500	4,600	4,600	4,600	0.0%	2.2%
Nondurable Goods	14,400	15,200	14,900	14,900	0.0%	3.5%
Food Manufacturing	5,500	5,900	5,800	5,800	0.0%	5.5%
Service Providing	919,400	944,900	950,000	949,800	0.0%	3.3%
Private Service Providing	675,900	696,800	700,400	701,400	0.1%	3.8%
Trade, Transportation & Utilities	173,100	170,400	173,700	174,800	0.6%	1.0%
Wholesale Trade	26,400	27,100	26,900	27,000	0.4%	2.3%
Merchant Wholesalers, Durable Goods	15,500	16,300	16,200	16,400	1.2%	5.8%
Merchant Wholesalers, Nondurable Goods	9,600	9,600	9,500	9,500	0.0%	-1.0%
Retail Trade	106,000	101,900	103,600	104,100	0.5%	-1.8%
Motor Vehicle & Parts Dealer	14,700	14,800	14,900	14,900	0.0%	1.4%
Building Material & Garden Equipment Stores	9,100	8,400	8,400	8,300	-1.2%	-8.8%
Grocery Stores	20,300	20,300	20,400	20,600	1.0%	1.5%
Health & Personal Care Stores	6,100	6,000	6,100	6,100	0.0%	0.0%
Clothing & Clothing Accessories Stores	7,200	6,600	7,000	7,100	1.4%	-1.4%
Sporting Goods, Hobby, Book & Music Stores	4,100	4,000	4,200	4,200	0.0%	2.4%
General Merchandise Stores	22,900	20,900	22,000	22,200	0.9%	-3.1%
Transportation, Warehousing & Utilities	40,700	41,400	43,200	43,700	1.2%	7.4%
Information	10,300	10,400	10,500	10,400	-1.0%	1.0%
Publishing Industries (except Internet)	2,100	2,100	2,200	2,100	-4.5%	0.0%
Telecommunications	2,700	2,700	2,600	2,600	0.0%	-3.7%
Financial Activities	52,900	52,400	53,000	53,100	0.2%	0.4%
Finance & Insurance	35,100	34,100	34,400	34,400	0.0%	-2.0%
Credit Intermediation & Related Activities	10,700	10,300	10,400	10,400	0.0%	-2.8%
Depository Credit Intermediation	5,400	5,400	5,400	5,500	1.9%	1.9%
Nondepository Credit Intermediation	2,600	2,600	2,600	2,600	0.0%	0.0%
Insurance Carriers & Related	20,900	20,400	20,600	20,600	0.0%	-1.4%
Real Estate & Rental & Leasing	17,800	18,300	18,600	18,700	0.5%	5.1%
Real Estate	14,700	15,300	15,500	15,600	0.6%	6.1%
Professional & Business Services	137,700	141,900	141,100	140,700	-0.3%	2.2%
Professional, Scientific & Technical Services	59,500	61,600	61,200	61,300	0.2%	3.0%
Architectural, Engineering & Related Services	10,800	11,400	11,500	11,500	0.0%	6.5%
Management of Companies & Enterprises	13,200	14,100	14,100	14,000	-0.7%	6.1%
Administrative & Support & Waste Services	65,000	66,200	65,800	65,400	-0.6%	0.6%
Administrative & Support Services	61,700	62,800	62,400	62,100	-0.5%	0.6%
Employment Services	23,000	23,000	23,100	22,800	-1.3%	-0.9%

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

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change	
					Month	Year
Services to Buildings & Dwellings	18,500	20,000	20,000	19,800	-1.0%	7.0%
Educational & Health Services	170,300	180,600	181,100	181,400	0.2%	6.5%
Education Services	12,500	12,900	12,900	13,100	1.6%	4.8%
Health Care & Social Assistance	157,800	167,700	168,200	168,300	0.1%	6.7%
Ambulatory Health Care Services	57,600	61,700	61,600	61,800	0.3%	7.3%
Hospitals	25,500	27,000	27,000	27,100	0.4%	6.3%
Nursing & Residential Care Facilities	16,700	17,700	17,900	18,000	0.6%	7.8%
Leisure & Hospitality	99,400	105,400	104,600	105,300	0.7%	5.9%
Arts, Entertainment & Recreation	14,700	15,900	16,300	16,700	2.5%	13.6%
Accommodation & Food Services	84,700	89,500	88,300	88,600	0.3%	4.6%
Accommodation	7,900	8,400	8,300	8,700	4.8%	10.1%
Food Services & Drinking Places	76,800	81,100	80,000	79,900	-0.1%	4.0%
Restaurants	72,700	77,400	76,400	76,300	-0.1%	5.0%
Full-Service Restaurants	31,200	34,800	34,600	34,800	0.6%	11.5%
Limited-Service Eating Places	41,500	42,600	41,800	41,500	-0.7%	0.0%
Other Services	32,200	35,700	36,400	35,700	-1.9%	10.9%
Repair & Maintenance	10,600	11,100	11,200	11,000	-1.8%	3.8%
Government	243,500	248,100	249,600	248,400	-0.5%	2.0%
Federal Government	14,600	14,300	14,300	14,300	0.0%	-2.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
State & Local Government	228,900	233,800	235,300	234,100	-0.5%	2.3%
State Government	128,600	128,500	129,000	128,800	-0.2%	0.2%
State Government Education	30,900	29,700	29,800	30,000	0.7%	-2.9%
State Government Excluding Education	97,700	98,800	99,200	98,800	-0.4%	1.1%
Local Government	100,300	105,300	106,300	105,300	-0.9%	5.0%
Local Government Education	55,600	57,100	58,100	57,200	-1.5%	2.9%
Local Government Excluding Education	44,700	48,200	48,200	48,100	-0.2%	7.6%
County	18,900	19,300	19,200	19,300	0.5%	2.1%
City	9,600	10,100	10,200	10,000	-2.0%	4.2%
Special Districts plus Indian Tribes	16,200	18,800	18,800	18,800	0.0%	16.0%

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.

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REPORT 400 C
Monthly Labor Force Data for Counties
December 2022 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,221,000	18,504,700	716,200	3.7%
ALAMEDA	9	831,100	808,400	22,700	2.7%
ALPINE	33	580	550	20	4.2%
AMADOR	30	14,170	13,580	580	4.1%
BUTTE	28	92,600	88,900	3,700	4.0%
CALAVERAS	17	21,900	21,210	690	3.2%
COLUSA	57	10,720	9,410	1,310	12.2%
CONTRA COSTA	12	554,700	538,400	16,200	2.9%
DEL NORTE	39	9,240	8,810	440	4.7%
EL DORADO	10	92,500	89,900	2,600	2.8%
FRESNO	49	450,400	422,300	28,100	6.2%
GLENN	42	12,710	12,060	660	5.2%
HUMBOLDT	20	60,500	58,500	2,000	3.4%
IMPERIAL	58	70,900	60,400	10,500	14.8%
INYO	15	8,240	7,980	260	3.1%
KERN	50	388,900	363,000	25,900	6.7%
KINGS	51	56,500	52,700	3,800	6.8%
LAKE	41	28,130	26,700	1,430	5.1%
LASSEN	30	8,890	8,530	360	4.1%
LOS ANGELES	34	4,927,700	4,712,200	215,500	4.4%
MADERA	48	63,600	59,800	3,800	6.0%
MARIN	4	128,800	126,000	2,800	2.2%
MARIPOSA	35	6,660	6,360	300	4.5%
MENDOCINO	26	37,510	36,090	1,420	3.8%
MERCED	55	115,400	106,900	8,600	7.4%
MODOC	45	3,120	2,950	170	5.4%
MONO	17	8,880	8,590	290	3.2%
MONTEREY	53	200,300	186,500	13,900	6.9%
NAPA	14	67,400	65,400	2,000	3.0%
NEVADA	10	48,640	47,270	1,370	2.8%
ORANGE	6	1,604,900	1,564,200	40,700	2.5%
PLACER	6	192,200	187,400	4,800	2.5%
PLUMAS	53	7,090	6,600	490	6.9%
RIVERSIDE	25	1,173,400	1,130,500	42,900	3.7%
SACRAMENTO	21	722,400	697,100	25,300	3.5%
SAN BENITO	37	33,000	31,400	1,500	4.6%
SAN BERNARDINO	22	1,026,800	990,100	36,700	3.6%
SAN DIEGO	12	1,589,000	1,543,400	45,600	2.9%
SAN FRANCISCO	2	578,400	566,700	11,700	2.0%
SAN JOAQUIN	42	337,700	320,200	17,500	5.2%
SAN LUIS OBISPO	5	136,100	132,800	3,300	2.4%
SAN MATEO	1	457,600	449,000	8,600	1.9%
SANTA BARBARA	15	222,300	215,500	6,800	3.1%
SANTA CLARA	2	1,060,500	1,038,800	21,700	2.0%
SANTA CRUZ	35	133,500	127,400	6,000	4.5%
SHASTA	30	73,400	70,400	3,000	4.1%
SIERRA	22	1,330	1,290	50	3.6%
SISKIYOU	47	15,690	14,800	900	5.7%
SOLANO	26	200,700	193,100	7,700	3.8%
SONOMA	6	248,400	242,100	6,300	2.5%
STANISLAUS	44	236,200	223,700	12,500	5.3%
SUTTER	51	44,700	41,700	3,000	6.8%
TEHAMA	37	25,300	24,150	1,160	4.6%
TRINITY	39	4,310	4,110	200	4.7%
TULARE	56	203,900	187,200	16,700	8.2%
TUOLUMNE	28	19,640	18,860	780	4.0%
VENTURA	17	412,700	399,300	13,400	3.2%
YOLO	22	108,400	104,500	3,900	3.6%
YUBA	46	30,800	29,100	1,700	5.6%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2021 benchmark and Census Vintage 2021 population controls at the state level.

Thursday, February 2, 2023

ITEM IV–F– INFORMATION

HEAD START REPORTS

BACKGROUND:

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

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

PRESENTER: Karen Griffith



SETA Head Start Food Service Operations Monthly Report *December, 2022

12/1/2022 – Parker closed due to staffing.
12/5/2022 – Spinelli and Walnut Grove W class closed due to staffing.
12/6/2022 – Spinelli and Walnut Grove V class closed due to staffing.
12/8/2022 – Mather B class closed due to staffing.
12/12/2022 – Nedra closed due to COVID.

	Lunch 22,912	PM Snack 19,532	Breakfast 20,352	Field Trips 0
Total Amount of Meals and Snacks Prepared				62,796

Purchases:

Food	\$86,570.35
Non - Food	\$21,396.00

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair:	\$88.85
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Vehicle Gas / Fuel:	\$1,316.14
Normal Delivery Days	13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	161	9%	660	101	15%
Twin Rivers USD	160	36	23%	56	2	4 %
Elk Grove USD	480	86*	18%			
Sac City USD	676	53	8%			
San Juan USD	1044	68	7%	164	9	5%
WCIC	120	4	3%			
COUNTY TOTAL	4176	408*	10%	880	112	13%

*Reflects Corrections made

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/22)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	431	9 (92%)	90%
Sacramento City USD	676	651	0	96%
SETA	1,696	1418	113 (90%)	84%
San Juan USD	1,044	705	240 (88%)	67%
Twin Rivers USD	160	145	6 (94%)	91%
WCIC/Playmate	120	77	40 (96%)	64%
Total	4,176	3,427	408 (91%)	82%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (12/31/22)	(b) % of capped/closed	(c) % Actual to Funded
SETA	660	582	12 (90%)	88%
San Juan USD	164	165	0	101%
Twin Rivers USD	56	32	12 (73%)	57%
Total	880	779	24 (91%)	88%

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

Reasons for Program Under Enrollment

SETA

- The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Florin Grammar; Hiram Johnson; Illa Collins; Marina Vista; Northview; Spinelli - totaling 125 enrollment slots.
- Vacancies in the following positions that support classroom ratio and/or enrollment: 2 Family Services Worker II & III; 31 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; 1 Site Supervisor; 2 Home Visitors combined for partners SCOE and River Oak.

Elk Grove USD

- Continued staffing shortages in the following positions that support direct classroom functions, ratio, enrollment of families, review of eligibility documents and data entry: 2 Special Ed Teacher; 1 Para Educators.
- EGUSD PreK has 9 enrollment slots capped at the following sites due to limited staffing: Leimbach and McKee.

Sacramento City USD

- The following sites are under enrolled due to families relocating or needing longer program hours: Edward Kemble; Keith B. Kenny; Martin Luther King; Oak Ridge; Peter Burnett; Hiram Johnson- totaling 14 enrollment slots.

San Juan USD

- Classroom(s) continue to be capped at the following locations due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 240 enrollment slots.
- Continued limited staffing and teaching staff out on medical leave have contributed to reduced class size. There are currently 10 employment vacancies for Teacher position.
- ECE hiring event was canceled this month by HR department due to limited staffing to support the event and availability.

Twin Rivers USD

- Limited staffing in the following positions: 1 Teacher, 6 Para Educator and ERSEA position.
- Classroom(s) capped at the following locations due to limited staffing: Oakdale; Rio Linda totaling 18 enrollment slots.

WCIC/Playmate

- Continued shortage in the following positions that support classroom ratio, education and enrollment: 2 Teachers, 1 Associated Teachers, and 1 Program Assistance.
- The following classroom(s) are closed due to limited staffing: 1601W; 1601Y- totaling 40 enrollment slots.

Strategies/Action Step(s) for Under Enrollment

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, PC/PAC. Employment offers were accepted during December for the following positions: 2 Associate Teachers; 2 Substitute Associate Teachers; 3 Head Start Teachers.

Elk Grove USD

- To fill vacancies, the PreK Program Specialist created informational business card that list program options and QR code with quick access to applications. This business card will be handed out to anyone interested in applying for our PreK program.
- Waitlisted families are being contacted via email and provided next steps in the enrollment process.

Sacramento City USD

- Contacting families on wait list and continue efforts to recruit by participating in community events.
- Recruitment Task Force that currently consists of 5 members was created to discuss the variety of ways to increase our preschool enrollment. The first Task Force meeting will be held in January 2023. The focus will be on collaboration of shared thoughts and ideas on creating a positive rapport with families in the community, educate families on the importance of preschool, provide families with information regarding our program options, and increase awareness of preschool program.

San Juan USD

- ERSEA Content Specialist attended a community event in December for San Juan Unified Food Distribution. Flyers were distributed to families to promote continual enrollment.
- AFST's are utilizing various neighboring waiting list to fill vacancies at sites.
- HR department will reschedule hiring event that was postponed in December. Use of social media platforms, to post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district.

Twin Rivers USD

- Recruitment efforts include posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.
- Enrollment team is following up with families completing inquires through school website on eligibility requirements and next step for enrollment.
- Enrollment team will make a concentrated effort after returning from winter break to replace Early Head Start students that aged out in December.

WCIC/Playmate

- Staff are continually following up on the waiting list and reaching out to past parents with younger children who are now age eligible or know someone in their family or community in need of Head Start services.

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. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.
- C. DEPUTY DIRECTORS' 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.