



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

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

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**DATE:** Thursday, March 2, 2023

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

**LOCATION:** zoom location

<https://us02web.zoom.us/j/85272813389?pwd=cEhkRytmMExLY0hRUUgvRVIMeEN3dz09>

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/85272813389?pwd=cEhkRytmMExLY0hRUUgvRVIMeEN3dz09>. 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 +16699006833,85272813389# US (San Jose). Meeting ID: 852 7281 3389. Passcode: 985535. Find your local number: <https://us02web.zoom.us/j/85272813389?pwd=cEhkRytmMExLY0hRUUgvRVIMeEN3dz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Governing Board and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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

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

# **A G E N D A**

## **Page Number**

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

### **II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR** Pursuant to Government Code Section 54957.6 Agency Negotiator: Dee Contreras Employee Organization: AFSCME Local 146

### **III. Consent Items**

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| A. | Approval of Minutes of the February 2, 2023 Regular Board Meetings | 1-7 |
| B. | Approval of Claims and Warrants                                    | 8   |

### **IV. Action Items**

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

- |    |  |       |
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| 1. | Approval of Reappointments to the Sacramento Works Workforce Development Board (Roy Kim)   | 9-11  |
| 2. | Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2022 (D'et Saurbourne)  | 12    |
| 3. | Approval of Amendment to Labor Agreements to Add Juneteenth as a Holiday and Extend to All Staff (D'et Saurbourne)   | 13-14 |
| 4. | Ratification of the Submission of an Application to the California Workforce Development Board for High Road Training Partnerships Funds and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications, and any Other Documents Required by the Funding Sources (Roy Kim)  | 15-16 |
| 5. | Approval to Accept Regional Equity and Recovery Partnerships Funds from the California Workforce Development Board via the Golden Sierra Job Training Agency, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any Other Documents Required to Implement a Successful Program (Michelle O'Camb) | 17-18 |

#### **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No Items  
WIOA: No Items

Refugee Services: No Items

**C. CHILDREN AND FAMILY SERVICES**

- |    |   |       |
|----|---|-------|
| 1. | Approval of Modifications to the Reimbursement Policies and Procedures of the SETA – Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee (Karen Griffith) | 19-21 |
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**V. Information Items**

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| A. | Employer Success Stories and Activity Report (William Walker) | 22-33 |
| B. | Dislocated Worker Update (William Walker)                     | 34-36 |
| C. | Head Start Reports (Karen Griffith)                           | 37-42 |

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

**VII. Adjournment**

**DISTRIBUTION DATE: Thursday, February 23, 2023**

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 2, 2023  
REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 2, 2023 meeting for your review.

RECOMMENDATION:

That the 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, February 2, 2023  
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors  
Eric Guerra, Chair; Vice Mayor, City of Sacramento  
Mai Vang, Mayor Pro Temp, City of Sacramento  
Rich Desmond, Member, Board of Supervisors

Members Absent:

Sophia Scherman, Member, Public Representative

Mr. Guerra introduced Supervisor Rich Desmond as the new Board of Supervisors representative.

Ms. Hernandez introduced Ms. Anzhelika Simonenkova as the new Clerk of the Boards.

**II. Consent Items**

- A. Approval of Minutes of the December 1, 2022 and January 5, 2023 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  
Mr. Thatch reviewed Governor Newsom will lift the State of Emergency on February 28, 2023. He stated the next Governing Board meeting on March 2 can still be held virtually, but it will be the last one before returning to in-person meetings in April.
- D. Approval of an Appointment to the Sacramento Works Board

- E. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2023
- F. Approval of Designation of the Children and Family Services Deputy Director as Community Care Licensing Representative

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

- A. Approval of Minutes of the December 1, 2022 and January 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 11/22/2022 through 01/26/2023
- 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 an Appointment to the Sacramento Works Board – Kyla Bryant
- E. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2023
- F. Approval of Designation of the Children and Family Services Deputy Director as Community Care Licensing Representative

Roll call vote:

Aye: 3 (Kennedy, Guerra, Vang)

Nay: 0

Abstention: 1 (Desmond – in regards to item II.A: Approval of Minutes)

Absent: 1 (Scherman)

### **III. Action Items**

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

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Hernandez reviewed the rotation of the Chair and Vice Chair. Mr. Patrick Kennedy is nominated for Chair and Ms. Mai Vang as Vice-Chair of the SETA Governing Board.

Moved/Guerra, second/Desmond, to approve Mr. Patrick Kennedy as Chair and Ms. Mai Vang as Vice-Chair to the SETA Governing Board

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

2. Approval to Cancel the November 4 Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects

Ms. Griffith stated there were no adequate proposals received and requested to cancel the November 4 Request for Proposals for Building Maintenance, Repair and Construction Projects. This proposal will be re-issued in the future.

Moved/Kennedy, second/Desmond, to approve to cancel the November 4 Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

3. Approval of Procurement of Professional Architectural Services

Ms. Saurbourne reviewed the request for qualifications that was released in December, 2022, to procure professional architectural services for several Head Start projects, and for future leasehold improvement projects. In result, one (1) competitive proposal was received from Williams + Paddon 196 Architects. Ms. Saurbourne recommended for the Board to find that the non-competitive procurement is appropriate due to lack of competition, and to approve the selection of Williams + Paddon 196 Architects for contracts not to exceed \$250,000.

Moved/Kennedy, second/Desmond, to approve the Procurement of Professional Architectural Services.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

1. 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

Mr. Kim advised that SETA received an approximate thirteen percent increase in WIOA allocation. He asked for approval to augment ten subcontracted centers with a combination of job centers operational funds and scholarship funds which are used to fund individual training accounts and support services. The Staff

Funding Augmentation Recommendation Chart was provided in the packet.

Moved/Kennedy, second/Vang, to approve the funding augmentation recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Community Services Block Grant: No Items

One Stop Services:

2. Approval of the Request for Proposals for the Workforce Innovation and Opportunity Act Title I, Youth Program Services for the Program Years 2023-2027

Ms. Mechals reviewed the Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act Title I and asked for approval to release the RFP. She provided an overview of the WIOA Youth Program.

Moved/Vang, second/Desmond, to approve the release of the Request for Proposals (RFP) for the WIOA Title I, Youth Program Services for Program Years 2023-2027.

Roll Call:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Refugee Services: No Items

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

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

Ms. Griffith asked the Board to ratify the submission of application to the California Department of Social Services, requesting an additional 38 infant/toddler slots at four (4) additional centers throughout Sacramento County with a maximum reimbursement amount of approximately \$925,000.



Moved/Desmond, second/Vang, to approve the expansion funds for fiscal year 2023-2024 to the California Department of Social Services with a maximum reimbursement amount of approximately \$925,000.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

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

- A. Report on American Express Corporate Account Rewards Points Program as of December 31, 2022: No Questions
- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report:  
Mr. Walker shared the success stories from Sacramento Regional Transit and Kaiser Permanente.
- D. Dislocated Worker Update:  
Mr. Walker commented on the press release noting the downsizing of Intel Corporation by 346 employees due to layoffs.
- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:  
Ms. Griffith advised the board about this year being a federal review year (Focus Area 2). SETA has been selected for the first part of the review, Classroom Interactions and Teacher Effectiveness Tool (CLASS) in March, 2023. Mr. Guerra thanked Ms. Griffith for working diligently with Sacramento City Unified School District and working with them to reach compliance.

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

- A. Chair:  
  
Mr. Guerra thanked the staff for consistent work on the employment and the child care side.
- B. Executive Director:

Ms. Hernandez spoke on bringing Sacramento City and County partners together to understand what role each have to play. SETA is building a concept around the psychological safety internally (with our staff) and externally (with our partners) to be reflective, thoughtful and assessing ourselves as an organization and how we deliver the work that we do to set the groundwork for strategic planning. Ms. Hernandez stated a survey will be distributed to the Board members on the Governing Board Meeting format.

C. Deputy Directors:

Mr. Kim stated there will be an open house for the Florin Job Center on February 23<sup>rd</sup>, 2023.

D. Counsel: None

E. Members of the Board:

Mr. Kennedy commented on Sacramento City Unified School District improvements.

G. Public: None

VI. **Adjournment:** The meeting adjourned at 10:42 a.m.

### ITEM III-B-CONSENT

#### APPROVAL OF CLAIMS AND WARRANTS

##### BACKGROUND:

D'et Saurbourne, Administrative Services Deputy Director, has reviewed the claims for the period 1/26/2023 through 2/23/2023, and all expenses appear to be appropriate.

##### RECOMMENDATION:

Approve the claims and warrants for the period 1/26/2023 through 2/23/2023.

PRESENTER: D'et Saurbourne

## ITEM IV-A-1-ACTION

### APPROVAL OF REAPPOINTMENTS TO THE SACRAMENTO WORKS WORKFORCE DEVELOPMENT 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.

The initial term of five members (or their replacements) appointed to a three-year term will expire on March 31, 2023. Each of the five members has been polled to determine their desire to continue to serve on the board. Four members affirmed their commitment to continue service. One Private Sector member has chosen to resign effective March 31, 2023.

#### RECOMMENDATION:

Review the attached summary and approve the reappointment of four members to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2023.

PRESENTER: Roy Kim

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

\*Must be >50%

\*\*Must be 20%

\*\*\*Must be 15%

Private Business	
Name & Position	COMPANY
Edward W. Baker, Vice President Human Resources	Alto Ingredients, Inc.
Ron Ellis, Managing Director/Owner	2SS.com LLC
Frank Louie, Chief Operating Officer	Sacramento Asian Chamber of Commerce
Education/Training (Adult Education)	
David Gordon, Superintendent	Sacramento County Office of Education

#### ITEM IV-A-2-ACTION

#### REVIEW AND APPROVAL OF THE AGENCY'S INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2022

##### BACKGROUND:

Eide Bailly recently completed the annual audit of the Sacramento Employment and Training Agency for the fiscal year ended June 30, 2022. Staff will be available to answer questions regarding the audit.

The auditor's report will be sent under separate cover.

##### RECOMMENDATION:

Review and approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2022.

PRESENTER: D'et Saurbourne

#### ITEM IV-A-3-ACTION

#### APPROVAL OF AMENDMENT TO LABOR AGREEMENTS TO ADD JUNETEENTH AS A HOLIDAY AND EXTEND TO ALL STAFF

#### BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in discussions regarding the addition of the Juneteenth holiday effective June of 2023. After a thorough review of the Agency budget, and Service Hour Requirements, it has been determined that the additional day off can be accommodated.

A letter of understanding (LOU) has been reached with the three bargaining units represented by AFSCME including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

The addition of the Juneteenth holiday is intended to be made available to all Agency staff, including unrepresented classifications.

Staff will be available to answer questions.

#### RECOMMENDATION:

Approve the amendment to the current labor agreements effective June 19, 2023, and extend the Juneteenth holiday observation to all staff.

PRESENTER: D'et Saurbourne



**RESOLUTION NO.: 2023-01**

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

March 2, 2023

A RESOLUTION ADOPTING AN AMENDMENT TO THE AGREEMENTS WITH THE  
UNITED SETA EMPLOYEES, AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, LOCAL 146, AND UNREPRESENTED EMPLOYEES

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

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

WHEREAS, these parties have reached agreement on the addition of the  
Juneteenth holiday to the current Memoranda of Understanding covering the employees  
in said Units, as reflected by the written Letter of Understanding entered into by them on  
February 9, 2023, which agreement is hereto attached and made a part hereof; and,

WHEREAS, this Board finds that the addition of the Juneteenth holiday be  
extended to unrepresented employees; and,

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

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

\_\_\_\_\_  
Patrick Kennedy, Chair

ATTEST:

\_\_\_\_\_  
Clerk of the Boards

#### ITEM IV-A-4-ACTION

### RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR HIGH ROAD TRAINING PARTNERSHIP FUNDS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED TO IMPLEMENT A SUCCESSFUL PROGRAM

#### BACKGROUND:

In January 2023, the California Workforce Development Board (CWDB) released a new open funding solicitation for High Road Training Partnerships (HRTF). These funds are intended to increase access to existing high road jobs for underserved populations and create pathways for job growth for incumbents already employed with high road employers in priority sectors.

SETA has been working closely with the City of Sacramento, the University of California – Davis, and Wexford Science & Technology to access grant funds that help implement the talent pipeline for the Aggie Square Community Benefits Partnership Agreement (CBPA). To date, SETA has secured a Workforce Accelerator Fund 10 grant for community outreach/engagement, along with a Regional Equity and Recovery Partnership grant that increases and targets its CBO Job Center services in the Aggie Square area and surrounding area.

On February 17, 2023, on behalf of the City of Sacramento and the Aggie Square CBPA partnership, SETA submitted an application to the CWDB for \$5,000,000 in HRTF funds to support the CBPA by enrolling 300 individuals into high road career and training programs that target the Public Sector, Information and Communications Technology, Biotechnology, and Healthcare. Under the application, SETA is the grant applicant, administrator, and fiscal agent. Employer partners include various State of California Departments, UC Davis, and Kaiser Permanente. SETA plans to execute subcontracts with the following entities identified in the application:

- Institute for Local Government - \$100,000 for outreach/employer engagement
- City of Sacramento - \$400,000 for outreach, financial literacy and entrepreneurship support
- CBO Job Centers (Greater Sacramento Urban League, La Familia Counseling Center, Asian Resources, and Pivot Sacramento) - \$450,000 for the comprehensive menu of Career and Support Services

In addition, the application includes \$2,100,000 for occupational skills training and \$300,000 for participant incentives/support services.

If awarded, the project may procure additional services necessary to implement a successful program. The specific amounts and service levels will be determined based on these post-award procurements.

RECOMMENDATION:

Ratify the submission of the application to the CWDB for H RTP funds, and authorize the Executive Director to execute the agreement, subgrant agreements, modifications, and any other documents required to implement a successful program.

PRESENTER: Roy Kim

#### ITEM IV-A-5-ACTION

#### APPROVAL TO ACCEPT REGIONAL EQUITY AND RECOVERY PARTNERSHIPS FUNDS FROM THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD VIA THE GOLDEN SIERRA JOB TRAINING AGENCY, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT, SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED TO IMPLEMENT A SUCCESSFUL PROGRAM

#### BACKGROUND:

In February 2022, the California Workforce Development Board (CWDB) released a solicitation for Regional Equity and Recovery Partnerships (RERP) to fund regional projects that identify quality jobs in the region and build pathways to those jobs in close partnership with community colleges, multiple employers, and other stakeholders in the target industries. RERP focuses heavily on expanding partnerships and aligning services with the community colleges.

The Golden Sierra Job Training Agency (GSJTA), on behalf of the Capital Region, submitted an application by the April 22, 2022, deadline. GSJTA was recently awarded the regional grant from the CWDB, and plans to subcontract with SETA in the amount of \$670,313 to serve 90 participants in the Sacramento area. SETA's portion of the application contained a special focus on connecting its CBO Job Centers, that serve the Aggie Square and surrounding areas, to career pathway programs offered by the four Los Rios Community Colleges in information technology and business/professional skills. The Centers will work with the community colleges to deliver cohort training in locations that are accessible to community residents.

The project will leverage the colleges' BUSTEC Pathways to Public Sector Careers project funded by the US Department of Labor, and deliver a combination of remote online and in-person, business information skills training for entry-level and middle-skill employment in the Aggie Square and surrounding neighborhoods. Training programs offered include certificate and degree programs, delivery of an Accelerated College Education model, embed the industry demanded Microsoft Office certifications within the curriculum, and offer employment across multiple skilled occupational clusters including Public Sector, IT-related, and Business/Administrative.

The application included the following SETA subcontracts to provide the comprehensive menu of workforce development services:

- Asian Resources - \$100,000
- Greater Sacramento Urban League - \$100,000
- La Familia Counseling Center - \$100,000
- Pivot Sacramento - \$100,000

RECOMMENDATION:

Approve the acceptance of \$670,313 in RERP funds from the CWDB via the GSJTA, and authorize the Executive Director to execute the agreement, subgrant agreements, modifications, and any other documents required to implement a successful program.

PRESENTER: Michelle O'Camb

## ITEM IV-C-1-ACTION

### APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

#### BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements of child care as well as removing the adaptations made for COVID-19.

The revisions are identified with redline format.

#### RECOMMENDATION:

Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee as proposed.

PRESENTER: Karen Griffith

### PC/PAC Reimbursement

### Policy & Procedure

Revised 2/14/23

#### MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required, the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
  - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
  - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
  - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
  - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
  - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

## Head Start/Early Head Start Policies and Procedures

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### CHILD CARE

1. SETA will reimburse you at the rate of **\$15.00** per hour, up to a maximum of \$60 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
  - a. Reimbursement will not be made for child care provided by spouse/significant other.
  - b. Reimbursement will be for actual costs incurred up to a maximum of **\$15.00** per hour, no matter how many children are cared for.
  - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
  - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be **\$15.00** per hour up to **\$60** for each 24-hour period of time away from home.
  - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
  - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
  - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

### FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date:

PC approval date:



## ITEM V-A-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 February 17, 2023

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
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 Technology Specialist II	1
	9	Research Data Supervisor I	1
Carlton Senior Living, LLC	6	Licensed Vocational Nurse	3
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	Finance and Budget Analyst I	1
	9	Human Resource Specialist	1
	9	Maintenance Technician I/II	3
	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

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
City of Elk Grove	9	Senior Code Enforcement Officer	1
	9	Senior Human Resources Specialist	1
	9	Senior Maintenance Technician	1
	9	Traffic Control and Street Lighting Supervisor	1
	9	Senior Deputy City Clerk	1
City of Sacramento	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Accounting Technician -Fiscal Operations	1
	9	Accounting Technician -Parking	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	1
	9	Cashier - Aquatics	1
	9	Chief Building Official	1
	3	Code Enforcement Officer	1

# SETA- Employer Activity Report

The following is an update of information as of February 17, 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	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	Curator of Education	1
	9	Customer Service Representative	2
	9	Customer Service Supervisor -Revenue Services	1
	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 Mechanic III	1
	9	Equipment Service Worker	1
	9	Events Coordinator -Events Associate Schedule Coordinator	1
	9	Events Duty Person	1
	9	Executive Assistant	1
	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor (eGov)	1
	9	Junior Planner	1
	9	Junior Plant Operator	1
	9	Legal Secretary	1
	9	Lifeguard	1
	9	Machinist Helper	1

# SETA- Employer Activity Report

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<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	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 -Lateral	1
	9	Police Officer-Recruit	2
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Pool Manager	1
	9	Program Coordinator	1
	9	Program Specialist	2
	9	Program Specialist -Security, Emergency Preparedness & Safety	1
	9	Program Supervisor	1
	9	Real Property Agent II	1
	9	Recreation General Supervisor	1
	9	Recreation Superintendent	1
	9	Senior Accounting Technician	2
	9	Senior Accounting Technician -Parking Division	1
	4	Senior Applications Developer	1
	9	Senior Code Enforcement Officer	1
	9	Senior Engineer	1
	9	Senior Fiscal Policy Analyst	1
	9	Senior Lifeguard	1
	9	Senior Office Specialist	1

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City of Sacramento	9	Senior Personnel Transactions Coordinator	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	7	Senior Systems Engineer	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	Utility Worker - Park Ops	1
	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
	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
HealthQuest, Inc.	9	Assistant Store Manager	1
	9	Sales Associate	1
Kaiser Permanente	6	Environmental Specialist	4
	6	Lab Technician	4
Leadpoint Business Services	9	Recycling Sorter	15

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Los Rios Community College District	4	Account Clerk I	1
	4	Account Clerk III	1
	4	Accountant	1
	4	Administrative Assistant I	1
	4	Administrative Assistant II	1
	4	Administrative Assistant III	2
	4	Administrative Services Analyst	1
	4	Admissions/Records Evaluator I	1
	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
	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

# SETA- Employer Activity Report

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EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
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Los Rios Community College District	4	Dean of Institutional Effectiveness and Innovation	1
	4	Dean of McClellan/Sacramento Regional Public Safety Training Center	1
	4	Dean of Student Services and Enrollment	1
	4	Dean of Student Wellness and Support Services	1
	4	Developing Hispanic-Serving Institutions Grant Project Director (VII)	1
	4	Director (VII) of Employer Partnership for Automation	1
	4	District Financial Aid Specialist	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	Funeral Service Education Assistant Professor	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 I-Customer Relationship Management	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 - Writing/English/Reading	1
	4	Instructional Assistant-Theatre Music	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



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Los Rios Community College District	4	Laboratory Technician - Builder/Maker	1
	4	Laboratory Technician - Science	1
	4	Laboratory Technician - Science-Chemistry	1
	4	Laboratory Technician - Science-Physics	1
	4	Lead Instructional Services Assistant	1
	4	Lead Laboratory Technician - Mechanics	1
	4	Lead Maintenance Painter	1
	4	Library Technician	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Roofer/Carpenter	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

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<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	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
	4	Special Projects - Emergency Medical Technician Assistant	1
	4	Special Projects - Events Coordinator	1
	4	Special Projects - Piano Accompanist	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
McLaughlin Ranch, LLC	4	Women's Basketball Adjunct Faculty Head Coach	1
Montessori in the City	9	Infant/Toddler/Preschool Teacher	5
PrimeFlight Aviation Services	9	Overnight Aircraft Cleaner	3
Resource Staffing Group	9	Assistant Bank Branch Manager	1
	9	Bank Teller	5

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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
	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
	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
Solarjuice Technology Inc.	9	Recruiter	1
Southgate Recreation and Park District	9	Lifeguard	50

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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
	9	Bilingual Healthcare Customer Service Representative - Mandarin-English	50
	9	Bilingual Healthcare Customer Service Representative - Russian-English	50
	9	Bilingual Healthcare Customer Service Representative - Spanish-English	50
	9	Bilingual Healthcare Customer Service Representative - Vietnamese-English	50
	9	Bilingual Healthcare Customer Service Representative- Tagalog-English	50
	9	Healthcare Customer Service Representative	50
Trashlogic LLC	9	Waste Flow Technician	3
Van Dermeyden Makus Law Corporation	9	HR Specialist	1
<b>Total</b>			<b>1,469</b>

ITEM V-B-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 February 17, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Senate Rules</b> Sacramento, CA	Government	6/5/2022	Permanent	80	Sacramento, CA	No	N
<b>VoxPro</b> 255 Parkshore Dr. Folsom, CA 95630	Data Management	7/7/2022	Permanent	180	Folsom, CA	Yes	N
<b>Silgan Containers</b> 6200 Franklin Blvd. Sacramento, CA 95824	Manufacturing	8/15/2022	Temporary	58	Sacramento, CA	No	N
<b>JSL Transportation LLC</b> 2315 Stockton Blvd. Sacramento, CA 95817	Transportation	8/31/2022	Permanent	18	Sacramento, CA	Yes	N
<b>Shift Technologies, Inc.</b> 175 Commerce Circle Sacramento, CA 95815	Retail	10/8/2022	Permanent	81	Sacramento, CA	Yes	N
<b>Direct Deliveries Services Inc.</b> 2400 McClellan Park Dr. McClellan Park, CA 95652	Delivery Service	11/8/2022	Permanent	49	Sacramento, CA	Yes	N
<b>Summit Funding</b> 3900 Lennane Dr. Ste. 210 Sacramento, CA 95834	Finance	11/23/2022	Permanent	72	Sacramento, CA	Yes	N
<b>Reverse Mortgage Funding LLC.</b> 2355 Gold Meadow Way, Ste.150 Gold River, CA 95670	Finance	11/29/2022	Permanent	44	Sacramento, CA	Yes	N
<b>Acuity Brands Lighting, Inc. dba Sunoptics</b> 6201 27th Street Sacramento, CA 95822	Manufacturing	12/9/2022	Permanent	98	Sacramento, CA	Yes	N
<b>McClellan Park Exchange</b> 5443 Dudley Blvd. McClellan Park, CA 95652	Retail	1/13/2023	Permanent	25	Sacramento, CA	Yes	N
<b>Big Lots</b> 8525 Auburn Blvd. Citrus Heights, CA 95610	Retail	1/18/2321	Permanent	21	Citrus Heights	Yes	N

## Dislocated Worker Information PY 2022/2023

The following is an update of information as of February 17, 2023

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Contacted	COVID-19 Related
<b>Blue Shield of CA</b> 3300 Zinfandel Dr. Rancho Cordova, CA 95670	Healthcare	1/25/2023	Permanent	24	Rancho Cordova	Yes	N
<b>Elliots Fine Nutriion</b> 641 E. Bidwell Folsom, CA 95630	Retail	2/3/2023	Permanent	11	Folsom, CA	Yes	N
<b>Doordash, Inc.</b> 5201 Mission Street, 12th Floor San Francisco, CA 94103	Retail	3/1/2023	Permanent	3	San Francisco	Yes	N
<b>Bed Bath &amp; Beyond</b> 3611 N. Freeway Sacramento, CA 95834	Retail	3/1/2023	Permanent	17	Sacramento, CA	Yes	N
<b>Intel Corporation</b> 1900 Prairie City Dr. Folsom, CA 95630	Electronics	3/15/2023	Permanent	167	Sacramento, CA	Yes	N
<b>Tuesday Morning</b> 685 E. Bidwell Folsom, CA 95630	Retail	3/31/2023	Permanent	17	Folsom, CA	Yes	N
<b>Tuesday Morning</b> 7255 Greenback Ln Citrus Heights, CA 95621	Retail	3/31/2023	Permanent	13	Citrus Heights	Yes	N
<b>Bed Bath &amp; Beyond</b> 2382 Iron Point Way Folsom, CA 95630	Retail	4/30/2023	Permanent	22	Folsom, CA	Yes	N
<b>Bed Bath &amp; Beyond</b> 9145 W. Stockton Blvd Elk Grove, CA 95758	Retail	4/30/2023	Permanent	25	Elk Grove, CA	Yes	N
<b>TOTAL</b>				<b>1,025</b>			

## ITEM V-C-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 be available to answer questions.

PRESENTER: Karen Griffith Karen Griffith





# Seta Head Start Food Service Operations Monthly Report \*January, 2023

1/3/2023 - Elkhorn AM closed due to staffing issues.  
1/4/2023 – Walnut Grove closed due to Weather.  
1/5/2023 – Walnut Grove closed due to Weather.  
1/19/2023- North Ave. class A & B closed due to no heat.  
1/20/2023 - North Ave. class A & B closed due to no heat.  
1/23/2023 – Bright Beginnings closed due to staffing issues.  
1/26/2023 - Homebase had a field trip and we prepared 60 meals.  
1/31/2023 – Walnut Grove Both classes closed due to no heat.  
1/31/2023 - Homebase had a field trip and we prepared 50 meals.

Lunch	PM Snack	Breakfast	Field Trips
34,636	29,254	30,204	2

Total Amount of Meals and Snacks Prepared 94,204

## Purchases:

Food	\$101,111.85
Non - Food	\$15,367.27

Building Maintenance and Repair:	\$0.00
----------------------------------	--------

Janitorial & Restroom Supplies:	\$0.00
---------------------------------	--------

Kitchen Small Wares and Equipment:	\$0.00
------------------------------------	--------

Vehicle Maintenance and Repair:	\$11.00
---------------------------------	---------

Vehicle Gas / Fuel:	\$2,065.65
Normal Delivery Days	18

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**January 2023**

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1696	171	<b>10%</b>	660	113	<b>17%</b>
<b>Twin Rivers USD</b>	160	39	<b>24%</b>	56	2	<b>4 %</b>
<b>Elk Grove USD</b>	480	93	<b>19%</b>			
<b>Sac City USD</b>	676	86	<b>13%</b>			
<b>San Juan USD</b>	1044	81	<b>8%</b>	164	9	<b>5%</b>
<b>WCIC</b>	120	4	<b>3%</b>			
<b>COUNTY TOTAL</b>	<b>4176</b>	<b>474</b>	<b>11%</b>	<b>880</b>	<b>124</b>	<b>14%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (01/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
Elk Grove USD	480	444	10 (94%)	93%
Sacramento City USD	676	660	0	98%
SETA	1,696	1,487	113 (90%)	88%
San Juan USD	1,044	743	240 (88%)	71%
Twin Rivers USD	160	153	4 (98%)	96%
WCIC/Playmate	120	77	40 (96%)	64%
<b>Total</b>	<b>4,176</b>	<b>3,564</b>	<b>407 (95%)</b>	<b>85%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (01/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
SETA	660	591	12 (90%)	90%
San Juan USD	164	165	0	101%
Twin Rivers USD	56	30	6 (60%)	53%
<b>Total</b>	<b>880</b>	<b>786</b>	<b>18 (91%)</b>	<b>89%</b>

- (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; 25 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; Partners SCOE and River Oak have a combined vacancy of 2 Home Visitors.

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

- EGUSD Head Start Program continues to face a staffing shortage. Currently there are 7 vacant positions within Special Education Teaching and Para Educator, in 6 classes across 5 sites.
- Program Educators and Office Assistants are making daily phone calls to follow up with families with missing information from the inquiry list. We are requesting missing documents to be scanned and sent to our PreK email. Once received, our Program Educators and Office Assistants can work on processing the applications.
- Sites within the zip code of 95823 and 95828 are experiencing lower enrollment due to limited staff.
- EGUSD PreK has 10 enrollment slots capped at the following sites due to limited staffing: Leimbach and McKee.

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

- TK/Collaboration sites (Ethel Phillips & Edward Kemble) combine have 7 openings. Currently recruiting for these classrooms that are now fully functioning as a TK/Collaborative Program. Reaching out to the community to seek age eligible students for TK/Collaborative Program.

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

- Staff within the following positions that support enrollment or classroom functions resigned during the month of January: 2 Content Specialists and 2 Community Worker positions continue to be unfilled.
- 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.
- Sites within the zip code of 95622, 95864, and 95610 are experiencing lower enrollment due to limited staff.

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

- Classroom(s) capped at the following locations due to limited staffing: Oakdale; Rio Linda totaling 10 enrollment slots.
- Continued limited staffing that support classroom ratio in the following positions: 5 Para Educator.

### ***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) continue to be closed due to limited staffing: 1601W; 1601Y- totaling 40 enrollment slots.
- Challenges for the month of January, due to the serve weather conditions and electrical outages, staff were unable to recruit throughout community.

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

### ***SETA***

- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Martin Luther King Resource Fair.
- Human Resources listed/announced job openings during PAC/PC meetings, with the use of employment search websites, and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, Community Colleges, CSUS, Ed Join, Indeed, Sacramento Works, ZipRecruiter. Employment offers were accepted during January for the following positions: 5 Associate Teachers; 1 Substitute Associate Teachers; 1 Head Start Teachers.

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

- EGUSD enrollment increased by 3% from last month after the implantation of handing out business card that list program options and QR code with quick access to applications to recruit families.
- Program Educators are contacting families waitlisted via email and provided next steps in the enrollment process for preparation of the upcoming school year.

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

- Recruitment Task Force members to network and connect with the community. First Recruitment Task Force Meeting held on Friday, January 27, 2023 and collaborated with a variety of ways to advertise for our preschool programs. Scheduled to participate in upcoming Community Events, held on Saturday, February 18, 2023 at Hiram Johnson.
- To increase awareness, connected with community radio stations, local TV stations, and Parent Advisor in process of contacting Regional Transit to discuss advertisement displayed on bus.
- In the month of January, a new Child Development Specialist was onboarded to support in the Enrollment Center.
- The SCUSD communications department will be making updates to agency website to highlight preschool programs and enrollment.

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

- ERSEA Content Specialist attended and volunteered at San Juan Unified Food Distribution event that served 198 families. Enrollment flyers were handed out with each food box distributed.
- 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***

- Vacancies for staffing positions are posted on Edjoin and Team Tailor. Use of a long-term sub in the classroom(s) to support classroom ratio.
- Recruitment efforts include posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.
- Early Head Start Enrollment team is continuing to following up with families completing inquires through school website on eligibility requirements and next step for enrollment.

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

- WCIC/Playmate has onboarded a new staff member to support with classroom ratio and enrollment.
- Implementation of a tracking system that staff will use to document each time the family was contacted from the waitlist, to include the date, comment, and initial after contacting families.

## ITEM VI - 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.