

## AGENDA

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

**Thursday                      April 4, 2024                      10:00 a.m.**

925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Governing Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

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

#### In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Please include in your request the item(s) on which you would like to participate.

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 84118120460# US (San Jose).

Meeting ID: 841 1812 0460

Passcode: 225598

[Find your local number](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

#### Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Board meeting information may be accessed through the Internet by visiting the SETA webpage: [www.seta.net/board/board-agendas](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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##### Rich Desmond

BOARD OF SUPERVISORS  
County of Sacramento

##### Eric Guerra

COUNCILMEMBER  
City of Sacramento

##### Patrick Kennedy

BOARD OF SUPERVISORS  
County of Sacramento

##### Sophia Scherman

PUBLIC REPRESENTATIVE

##### Mai Vang

COUNCILMEMBER  
City of Sacramento

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##### D'et Saurbourne

INTERIM EXECUTIVE DIRECTOR

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

Recognition of Long-term Employees:

- *Melanie Nicholas*, CFS Administration Program Officer (30 years)

**I. CONSENT ITEMS:**

- |           |  |       |
|-----------|--|-------|
| <b>A.</b> | Approval of Minutes of the March 7, 2024 Regular Board Meeting   | 1-20  |
| <b>B.</b> | Approval of Claims and Warrants  | 21    |
| <b>C.</b> | Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database | 22-23 |

**II. ACTION ITEMS:**

**A. General Administration**

- |    |   |       |
|----|---|-------|
| 1. | <b>Timed Item 10:00 a.m. and Public Hearing</b><br>Approval of Changes to SETA Personnel Policies and Procedures<br>Section 11.05 Vehicle and Driving Policy (Bevan Richardson) | 24-31 |
| 2. | Approval of an Appointment to the Sacramento Works Board<br>(Roy Kim)   | 32-33 |
| 3. | Approval of the Appointment of Youth Committee Members<br>(Lauren Mechals)  | 34    |
| 4. | Approval to Extend Audit Services Agreement for Fiscal Year<br>Ending June 30, 2024, and Authorize the Executive Director to<br>Sign the Agreement (Mario Maslac)               | 35    |

**B. Workforce Development Department**

General/Discretionary: No Items

One Stop Services: No Items

Community Services Block Grant: No Items

Refugee Services: No Items

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

**III. INFORMATION ITEMS:**

- |           |  |       |
|-----------|--|-------|
| <b>A.</b> | Fiscal Monitoring Reports (Mario Maslac)   | 36-46 |
|           | <ul style="list-style-type: none"> <li>• Lutheran Social Services of Northern California</li> <li>• Next Move Homeless Services, Inc.</li> <li>• Pride Industries</li> <li>• The Salvation Army</li> <li>• Waking the Village</li> </ul> |       |
| <b>B.</b> | Employer Success Stories and Activity Report (William Walker)  | 47-56 |
| <b>C.</b> | Dislocated Worker Update (William Walker)  | 57-60 |
| <b>D.</b> | Unemployment Update/Press Release from the Employment<br>Development Department (Roy Kim)  | 61-66 |



E. Head Start Reports (Karen Griffith)

67-72

**IV. REPORTS TO THE BOARD:**

73

A. Chair

B. Interim Executive Director

C. Deputy Directors

D. Counsel

E. Members of the Board

F. Public

**V. ADJOURNMENT**

**DISTRIBUTION DATE:** Thursday, March 28, 2024

**CONSENT ITEM I-A**

**Approval of Minutes of the March 7, 2024 Regular Board Meeting**

Presenter: D'et Saurbourne

**RECOMMENDATION:**

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

**BACKGROUND:**

Attached are the minutes of the March 7, 2024 meeting for your review.

## MINUTES/SYNOPSIS

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

Thursday                      March 7, 2024                      10:00 a.m.  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

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

#### Members Present:

Mai Vang, Chair, City of Sacramento  
Sophia Scherman, Vice Chair, Public Representative  
Patrick Kennedy, Member, Board of Supervisors

#### Members Absent:

Rich Desmond, Member, Board of Supervisors  
Eric Guerra, Member, City of Sacramento

#### Recognition of Long-term Employees:

*Helen Oldham*, Health/Nutrition Specialist (25 years of service)

Ms. Leman congratulated Ms. Oldham on her 25 years at SETA and provided background highlights.

*Patricia Selenski*, Lead Infant/Toddler Teacher (20 years of service)

Ms. Sprake congratulated Ms. Selenski on her 20 years at SETA and provided background highlights.

Ms. Scherman congratulated long-term employees and thanked them for their service.

#### I. **CONSENT ITEMS:**

- A. Approval of Minutes of the February 1, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy
- D. Approval to Add Angela's Interpreting Services, Inc. to SETA's Vendor Services (VS) List

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

- A. Approval of Minutes of the February 1, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy
- D. Approval to Add Angela's Interpreting Services, Inc. to SETA's Vendor Services (VS) List

Roll call vote:

Aye: 3 (Vang, Kennedy, Scherman)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

## **II. ACTION ITEMS:**

### **A. General Administration/SETA**

1. Approval of Reappointment to the Sacramento Works Workforce Development Board

Mr. Kim advised that this item seeks the Board's approval to reappoint Fabrizio Sasso, Executive Director at the Sacramento Central Labor Council, to the Sacramento Works Workforce Development Board for an additional three-year term.

Moved/Kennedy, second/Scherman, to approve the reappointment of Fabrizio Sasso to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2024.

Roll call vote:

Aye: 3 (Vang, Kennedy, Scherman)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

2. Approval to Award Contracts for Internet and Broadband Service

Mr. Maslac reviewed the item. There were no questions or comments.

Moved/Scherman, second/Kennedy, to approve the selection of Consolidated Communications and Zayo for contract award for Data Transmission/Wide Area Network and Internet Access respectively.

Roll call vote:

Aye: 3 (Vang, Kennedy, Scherman)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

### **B. Workforce Development Department**

General/Discretionary:

1. Approval to Submit an Application to the City of Sacramento for the Community Workforce Training Program, Reporting and Tracking Services

Mr. Walker reviewed the item. He advised that a Local Hire and Community Workforce Training Program facilitates the employment of residents from the City, as well as the County of Sacramento and the surrounding nine other counties, on the City's Capital Improvement Projects (such as construction projects in Downtown Sacramento) and increases the number of local skilled construction workers to meet the requirements of the region's construction economy.

Ms. Vang thanked Mr. Walker for all the hard work.

Moved/Scherman, second/Kennedy, to approve the submission of an application to the City of Sacramento for the Community Workforce Training Program, Reporting and Tracking Services, and authorize the Executive Director to execute the agreement and other documents required by the funding source.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

One Stop Services:

2. Approval to Release a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA), Title I, Adult/Dislocated Worker Services, Program Year 2024-2025

Mr. Kim reviewed the item. He advised that the current four-year funding cycle is scheduled to end June 30, 2024; therefore, SETA must procure services for an additional term of up to four (4) years.

In response to a question, Mr. Kim clarified that job readiness activities at the job centers include training on how to dress for job interviews.

Moved/Scherman, second/Kennedy, to approve the release of the Request for Proposals for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker services for Program Year (PY) 2024-2025.

Roll call vote:

Aye: 3 (Vang, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

3. Approval of Funding Augmentation Recommendations for Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year 2023-2024

Ms. Davis-Jaffe reviewed the item. She advised that SETA would like to increase scholarship funding for four of the Sacramento Works Job Centers (SWJCs) so that they can continue to provide training and supportive services for additional individuals through the end of the program year. If approved, each recommended SWJC's scholarship fund would increase by \$30,000. The funds are available due to staff vacancies.

Moved/Scherman, second/Kennedy, to approve the staff funding augmentation recommendations for the WIOA Title I, Adult and Dislocated Worker Program providers for PY 2023-2024.

Roll call vote:

Aye: 3 (Vang, Kennedy, Scherman)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

Community Services Block Grant: No Items  
Refugee Services: No Items

**C. Children And Family Services Department**

1. Approval of Out-of-state Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference

Ms. Griffith introduced herself and reviewed the item. She advised that SETA would like to send six (6) staff members and two (2) parents from the Policy Council/Parent Advisory Committee to the 2024 NHSA Annual Conference, which will take place at the Oregon Convention Center in Portland, Oregon. This conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.

Moved/Kennedy, second/Scherman, to approve out-of-state travel to the 2024 National Head Start Association (NHSA) Annual Conference.

Roll call vote:  
Aye: 3 (Vang, Kennedy, Scherman)  
Nay: 0  
Abstention: 0  
Absent: 2 (Guerra, Desmond)

**III. INFORMATION ITEMS:**

- A. SETA Children and Family Services Department Year-in-Review Presentation  
SETA Children and Family Services Department Managers: Ms. Lisa Carr, Ms. Megan Lamb, Ms. Gricelda Ocegueda, and Ms. Betsy Uda presented a Year-in-Review report, which is attached to these minutes.

Members of the Board thanked the staff for the presentation and their daily hard work.

Ms. Carr provided some clarification regarding the enrollment challenges faced by the organization. These challenges stem from a combination of low federal income guidelines and staff shortages. In order to expand their enrollment numbers, SETA has been reaching out to families who receive government assistance or are experiencing homelessness. Such families are eligible for Head Start services regardless of their income levels.

- B. Fiscal Monitoring Reports: No questions
- C. Employer Success Stories and Activity Report: No questions
- D. Dislocated Worker Update: No questions
- E. Head Start Reports: No questions

**IV. REPORTS TO THE BOARD:**

- A. Chair: No report
- B. Interim Executive Director: No report

- C. Deputy Directors: No report
- D. Counsel: No report
- E. Members of the Board: None
- F. Public: None

**V. ADJOURNMENT:** The meeting adjourned at 10:55 a.m.

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



SETA HEAD START

PY 2022-2023



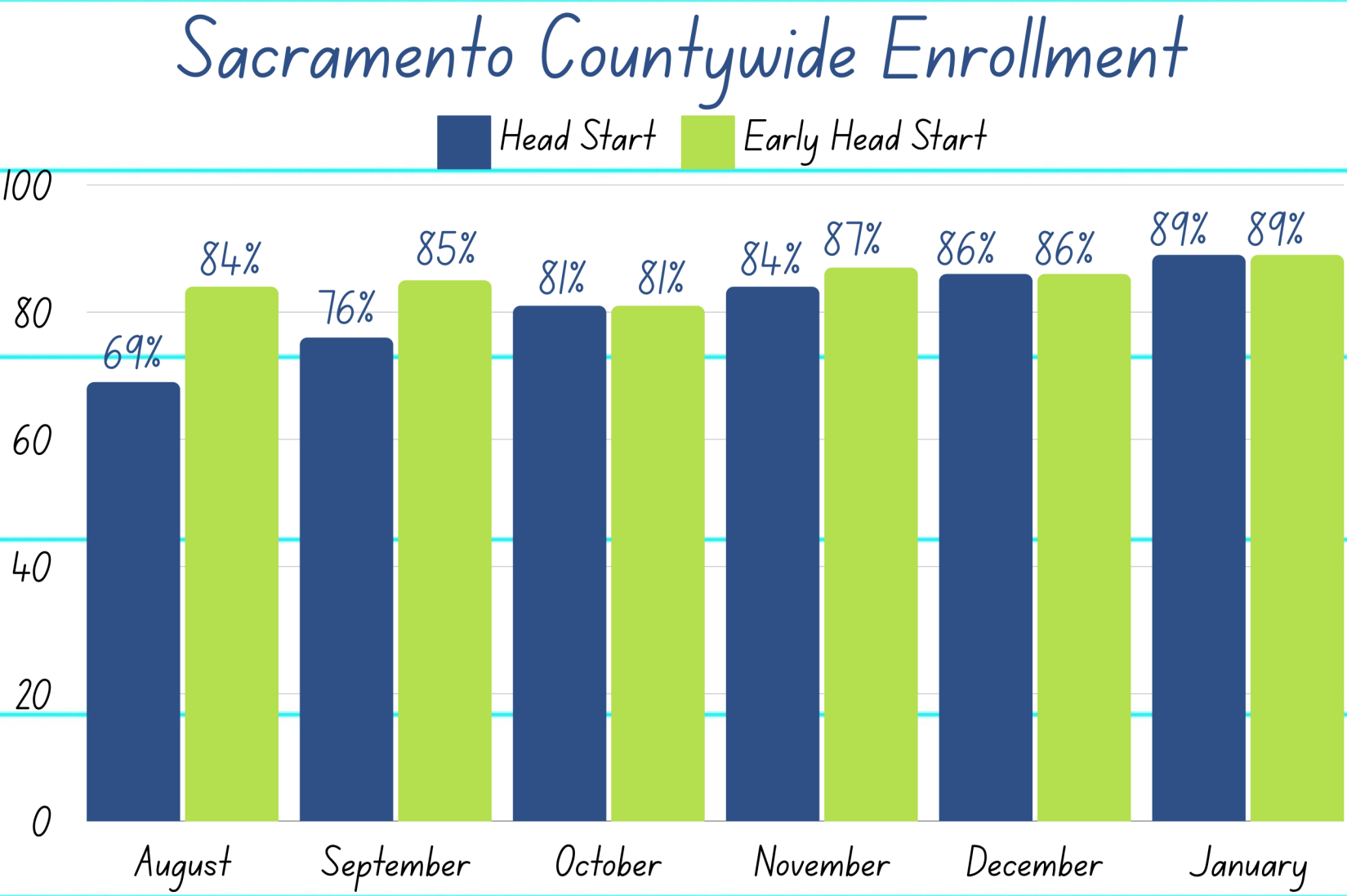
# STRENGTHENING AND SUPPORTING FAMILIES





# STRATEGIES FOR FULL ENROLLMENT

SETA is partnering with Code for America, a 501(c)(3) organization that creates pathways for families receiving government assistance. To support Countywide recruitment efforts, January 2024 will be the launch that Code for America will send out Head Start service information to families residing in 3-4 targeted zip codes of areas of low enrollment.



Funded Enrollment 2023-2024

Head Start-3848      Early Head Start-935

2024 FAMILY INCOME GUIDELINES FOR HEAD START PROGRAMS (effective 1/18/24)

Family Size	Income Eligible Monthly	Income Eligible Annual	*130% Monthly Income	*130% Annual Income
1	1,255.00	\$15,060	1,631.50	19,578
2	1,703.33	\$20,440	2,214.33	26,572
3	2,151.67	\$25,820	2,797.17	33,566
4	2,600.00	\$31,200	3,380.00	40,560
5	3,048.33	\$36,580	3,962.83	47,554
6	3,496.67	\$41,960	4,545.67	54,548
7	3,945.00	\$47,340	5,128.50	61,542
8	4,393.33	\$52,720	5,711.33	68,536

FOR FAMILIES/HOUSEHOLDS WITH MORE THAN 8 PERSONS, ADD \$5,380 FOR EACH ADDITIONAL PERSON.





# SCHOOL READINESS





# SCHOOL READINESS - GOAL

Increase child outcomes by developing and strengthening...

## SOCIAL/EMOTIONAL COMPETENCIES



## FAMILY PARTNERSHIPS

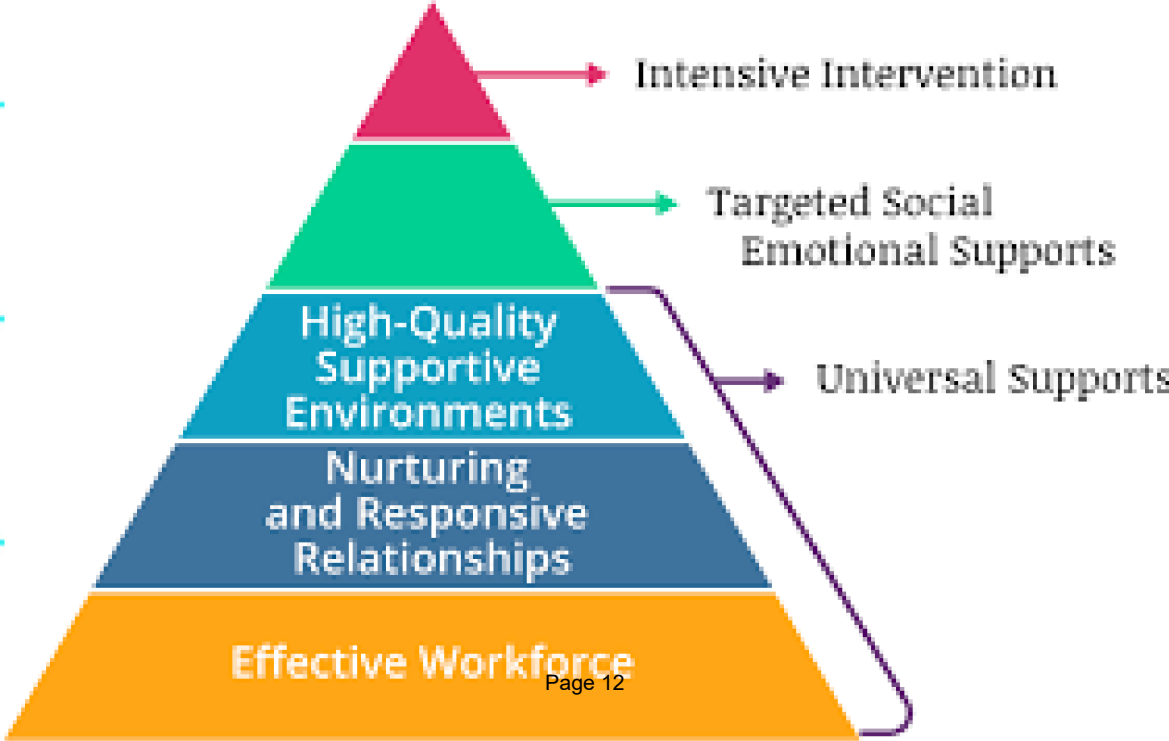


## STAFF DEVELOPMENT





# SCHOOL READINESS - HIGHLIGHTS

SOCIAL/EMOTIONAL COMPETENCIES - "DEVELOPING CAPACITY"	FAMILY PARTNERSHIPS "LEARNING AT SCHOOL AND HOME"	STAFF DEVELOPMENT "LEARNING FROM EACH OTHER"
<ul style="list-style-type: none"><li>• Doubled number of Teachers on Special Assignment to provide coaching to Teachers</li><li>• 2 Education Coordinators will complete authorization to be Trauma Informed Care Trainers</li><li>• Developed a CLASS Implementation Plan in collaboration with specialist from Office of Head Start to increase the effectiveness of teaching strategies</li></ul>	<ul style="list-style-type: none"><li>• Launching a Teaching Pyramid for Families program in April</li><li>• Created Home-School Activities Calendar and provided families access to materials for at home learning</li><li>• Parent Volunteers returned to classrooms after the pause during COVID-19 restrictions</li></ul>  <p>The diagram is a pyramid divided into five horizontal layers. From top to bottom, the layers are: 1. A small red triangle at the top with an arrow pointing to the text 'Intensive Intervention'. 2. A green trapezoid with an arrow pointing to the text 'Targeted Social Emotional Supports'. 3. A blue trapezoid containing the text 'High-Quality Supportive Environments'. 4. A dark blue trapezoid containing the text 'Nurturing and Responsive Relationships'. 5. An orange trapezoid at the base containing the text 'Effective Workforce'. A purple line runs along the right side of the pyramid, starting from the 'Universal Supports' label and pointing to the boundary between the third and fourth layers.</p>	<ul style="list-style-type: none"><li>• Teaching staff who attended Early Childhood Education Conferences then facilitated workshops for peers to share the learning</li><li>• 7 Teachers and Site Supervisors will complete the Social Emotional Teaching Pyramid training by May 2024</li><li>• WestEd Pre-K Math Project is providing training to teachers and tutoring for students at risk for falling behind in math skills.</li><li>• SETA was selected to participate the OHS Community of Practice: Supporting the School Readiness and Success of Young African-American Boys</li></ul>





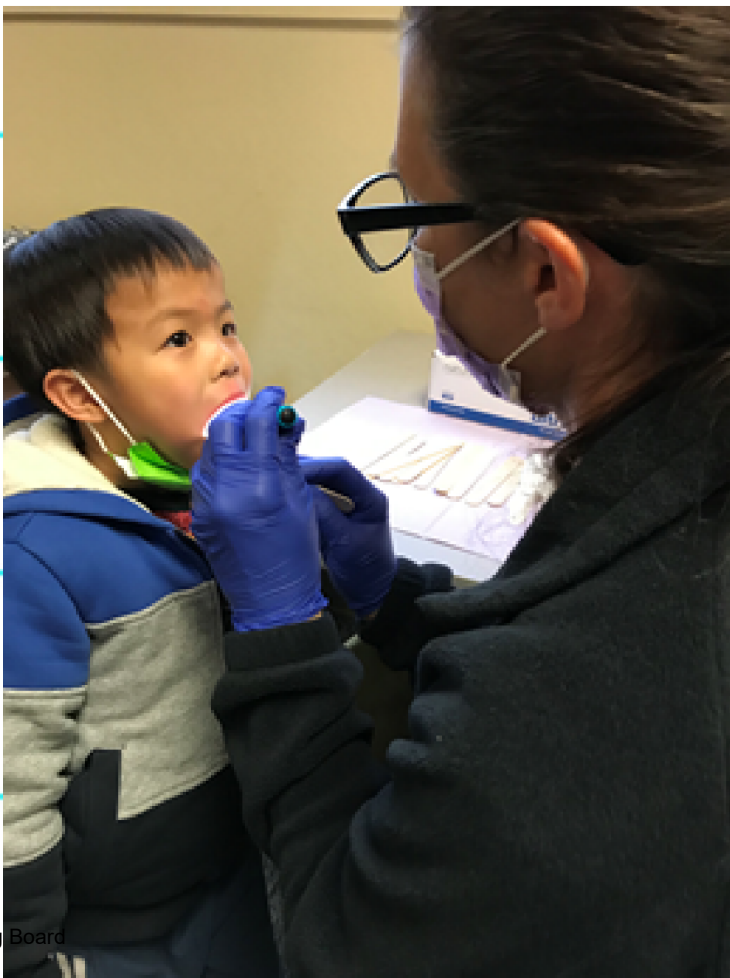
# HEALTH & NUTRITION SERVICES



# ACCESS TO SERVICES

## DENTAL/ORAL

- Provided oral screenings and fluoride varnishes.
- Connected families to dental providers
- Provided toothbrushing kits and oral health resources and information
- Arranged appointments, translators and transportation
- Provided assistance for co-payments.



## HEALTH

- Communicable Disease Mitigation and monitoring
- Provided childhood immunizations
- Provided access to COVID-19 testing kits, flu and C-19 vaccinations.
- Conducted Childhood Obesity Prevention Activities



## NUTRITION

- Introduced vegetarian life
- Launched food tasting curriculum in the classroom
- Provided education and resource information to children and families on various nutrition topics including awareness of healthy food choices.





# CONNECTING TO SERVICES



Disaster Preparedness Training 🧐



Assistance for general anesthesia for dental surgery



Physical activities such as yoga in the classroom





# PARTNERSHIPS

*SETA has great partnerships for Health Services to help us meet our goals in the areas of dental, medical access, nutrition, immunization, physical activity and general good health:*



- UC Davis Cooperative Extension Partnership - Nutrition
- Early Smiles Sacramento Program - Dental Screenings
- Medi-Cal Dental Advisory Committee - Medi-Cal Dental Provider Plan Navigation
- Sacramento District Dental Society - Resource for Co-Pays and Other Resources
- CSUS' Maryjane Rees Center - Audiology Clinic
- Sacramento County Public Health, Immunization Assistance Program
- Betty Irene Moore School of Nursing
- Health Service Advisory







# *Safe Environments & Compliance*



Our facilities department  
has completed many of our 77 planned projects.

The floors were replaced  
in all bathrooms on our  
Norma Johnson center.

The entire center was  
painted at Job Corps.

Our facilities  
team built a  
new shade  
structure at  
Walnut Grove.

Marina Vista  
center was  
repainted.



# REPORTING HEALTH AND SAFETY INCIDENTS

- Increased training for Children's Personal Rights. This training included in-depth discussion of both Title 22 Personal Rights and the Head Start Code of Conduct.
- Increased training and awareness to meet OHS/ CC Licensing expectations for health & safety including reporting requirements around Supervision, Child Injury, Appropriate Interactions and Unauthorized Release.







THANK YOU!

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

Presenter: D'et Saurbourne

**RECOMMENDATION:**

Approve the claims and warrants for the period 02/22/2024 through 03/21/2024.

**BACKGROUND:**

D'et Saurbourne, Interim Executive Director, has reviewed the claims for the period 02/22/2024 through 03/21/2024, and all expenses appear to be appropriate.

## **CONSENT ITEM I-C**

### **Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database**

Presenter: Julie Davis-Jaffe

#### **RECOMMENDATION:**

1. Find that 2-1-1 services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement.
2. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2024-2025.

#### **BACKGROUND:**

SETA partners with the County of Sacramento, Departments of Human Assistance and Health and Human Services to fund the 2-1-1 Sacramento Human Services Database, the central resources database administered by the Community Link Capital Region. Each department or agency pays a portion of the Community Link cost for the database through a master contract held by the County of Sacramento. SETA has shared the cost of maintaining the database with the County for over 20 years.

The 2-1-1 Sacramento Human Services Database is an important information resource for Sacramento County service providers and residents. Community Link maintains a searchable, comprehensive, human services database of more than 2,400 non-profit and public health and human services organizations. It is the information resource used extensively by SETA for developing the required plans for the Community Service assessment data for grant applications. The information also helps to:

- Connect residents with community resources
- Highlight gaps in services
- Plan emergency services
- Assist with outreach efforts
- Develop neighborhood profiles

Under the master agreement, the amount of \$150,601 is shared among the three benefiting agencies or departments at an allocation of 25% from SETA, 25% from the County Department of Human Services, and 50% from the County Department of Human Assistance. SETA's share will be \$37,650 for fiscal year 2024-2025.

Approval is requested to provide Community Link \$37,650, through the County of Sacramento Master Contract, as SETA's share of the cost of maintaining the 2-1-1 Sacramento Human Services Database for the 2024-2025 fiscal year.

Federal regulations and SETA's procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this

**CONSENT ITEM I-C (continued)**

Page 2

vital service is used extensively by SETA to develop community service assessment data for various plans, policies and grant applications. Therefore, staff is requesting that the Governing Board funds that these services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of the costs to administer the Master Agreement.



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

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

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

Presenter: Bevan Richardson

#### **RECOMMENDATION:**

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

#### **BACKGROUND:**

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

SETA has a number of classifications that have driving as an essential function of the job duties, either in an Agency vehicle or privately-owned vehicle. Under the current policy, a Motor Vehicle Report (MVR) is obtained annually from the Department of Motor Vehicles by the Agency's Liability Insurance carrier to determine whether or not an employee meets the carrier's standard for being a covered driver.

The Department of Motor Vehicles now has the ability to notify the Agency in the event that an employee has a driving incident that affects their driving record automatically, rather than annually for more efficient reporting. Section 11.05 of SETA's Policies and Procedures would be updated to reflect this new process and all affected employees, current and future, would sign an updated agreement to this requirement.

The Head Start Policy Council approved the policy on March 26, 2024.

## Vehicle and Driving Policy

### *Section 11.05*

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by ~~an Agency-run annual~~ Department of Motor Vehicles (DMV) Motor Vehicle Report (MVR) clearance review.
  2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g., corrective lenses, will wear glasses.)
  3. An employee who is required to drive as a part of his/her duties and whose Driver License has expired or been suspended must notify Personnel and the employee's supervisor of that expiration or suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an expired or suspended Driver License is authorized to drive in the course of his/her work for SETA.
  4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
  2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
  4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
  5. Employees shall return the vehicle in the same condition that it was received (no smoking, food wrappers, stains, etc.)

## C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle must be legal to operate in accordance with California Law; and
  - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver License, as evidenced by ~~an annual~~ DMV clearance review; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

## D. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

## E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
  - a. Be calm;
  - b. Be courteous;
  - c. Call the police;
  - d. Notify your supervisor immediately;
  - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
  - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

## F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be ~~checked annually~~reviewed by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR ~~for each such employee will be reviewed~~will be provided to the Agency insurer who will receive the MVR from the DMV when there is a driving incident which impacts the employee's driving record and driving is an essential function of the employee's job duties. The MVR will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no

cost to the employee for this insurance.

## Vehicle and Driving Policy

### *Section 11.05*

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by a Department of Motor Vehicles (DMV) Motor Vehicle Report (MVR) clearance review.
  2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g., corrective lenses, will wear glasses.)
  3. An employee who is required to drive as a part of his/her duties and whose Driver License has expired or been suspended must notify Personnel and the employee's supervisor of that expiration or suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an expired or suspended Driver License is authorized to drive in the course of his/her work for SETA.
  4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
  2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
  4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
  5. Employees shall return the vehicle in the same condition that it was received (no smoking, food wrappers, stains, etc.)

**C. Use of Privately-Owned Vehicle**

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle must be legal to operate in accordance with California Law; and
  - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver License, as evidenced by DMV clearance review; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

**D. Traffic Citations**

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

**E. Accident Reporting**

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
  - a. Be calm;
  - b. Be courteous;
  - c. Call the police;
  - d. Notify your supervisor immediately;
  - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
  - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

**F. Cell Phones and Electronic Equipment**

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

**G. Review of Motor Vehicle Records**

Motor Vehicle Records (MVRs) will be reviewed by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR will be provided to the Agency insurer who will receive the MVR from the DMV when there is a driving incident which impacts the employee's driving record and driving is an essential function of the employee's job duties. The MVR will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

**H. Appeal Process:**

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

**I. Understanding Insurance**

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.



## **ACTION ITEM II-A-2**

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

Presenter: Roy Kim

#### **RECOMMENDATION:**

Review the application and appoint Ms. Hernandez-Obaldia to be the California Department of Rehabilitation (DOR) representative on the Sacramento Works Board.

#### **BACKGROUND:**

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

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

Due to the recent departure of Ms. Sharon O'Sullivan, California Department of Rehabilitation (DOR), there is a vacancy for the DOR representative. Ms. Vivian Hernandez-Obaldia, Regional Director with DOR, recently submitted an application for appointment to the WDB. Her application is being sent under separate cover.

## WIOA Board Membership

### Private Business\*

(must include two small businesses)

14

### Labor/Workforce\*\*

Labor

Joint Apprenticeship

Community Based Organization

4

1

0

\*\*\*

### Education/Training

Adult Ed

Higher Ed

1

1

### Government and Economic/Community Development

Economic Development

Wagner-Peyser (EDD)

Vocational Rehabilitation

Other

2

1

1

2

Total

27

\*Must be >50%

\*\*Must be 20%

\*\*\*Must be 15%

### Government and Economic/Community Development

Name and Position	Company
Vivian Hernandez-Obaldia, Regional Director	California Department of Rehabilitation

## **ACTION ITEM II-A-3**

### **Approval of the Appointment of Youth Committee Members**

Presenter: Lauren Mechals

#### **RECOMMENDATION:**

Approve the appointment of Ivan Horta, Maura Perez-Lima, Jazlyn Mosley, and Jennifer Christine-Madamba to the Sacramento Works Youth Committee.

#### **BACKGROUND:**

The Youth Committee has developed the following plan to engage youth in all Sacramento Works activities, including the Youth Committee.

##### **Action Plan:**

1. Prioritize the need to pay youth for taking on a leadership role.
2. Focus on engaging younger individuals, 16-24 to help with program design, community outreach, and committee planning of activities.
3. Provide youth voice and expertise, power, and share in decision-making with adults.
4. Redesign the Youth Committee Application. The paid work-based learning opportunity Job Description will include the application link.
5. Compensate youth for time worked at approximately 10 hours per month. The California Community College Foundation will be the employer of record.
6. The goal is to provide 10 work-based learning opportunities.
7. Funded by WIOA Youth Committee Initiatives - \$50,000

In 2023, Sacramento Works for Youth launched the Youth Voice program and opened the application, which remains open through December 2024. Application [link](#).

Three Youth Voice applicants are recommended for appointment by the Youth Committee Chair, Mr. David Gordon:

- Ivan Horta - Youth Voice Advocate with SETA WIOA Youth Program
- Maura Perez-Lima - Youth Voice Advocate with SETA WIOA Youth Program
- Jazlyn Mosley- Youth Voice Advocate with SETA WIOA Youth Program

In addition, one Youth Committee applicant is recommended for appointment by the Youth Committee Chair, Mr. David Gordon:

- Jennifer Christine-Madamba- Education Specialist, Regional Workforce Development with SMUD

The Youth Committee approved the appointments at its February 15, 2024 meeting.

The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. The original application for Youth Committee membership will be sent under separate cover.

**ACTION ITEM II-A-4****Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2024, and Authorize the Executive Director to Sign the Agreement**

Presenter: Mario Maslac

**RECOMMENDATION:**

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

**BACKGROUND:**

On April 6, 2023, the SETA Governing Board approved the selection of Badawi & Associates to provide audit services for one year with the option of extending the agreement for two additional one-year terms. The audit fee for the fiscal year ended June 30, 2023 was \$49,930. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 3.2% during 2023. Staff is recommending extending the agreement for audit services in the amount of \$51,528 ( $\$49,930 + 3.2\%$ ) for the fiscal year ending June 30, 2024 which includes the single audit for two major federal programs.

**INFORMATION ITEM III-A**  
**Fiscal Monitoring Reports**

Presenter: Mario Maslac

**BACKGROUND:**

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

## MEMORANDUM

**TO:** Ms. Kate Hutchinson

**DATE:** March 14, 2024

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

**RE:** Onsite Fiscal Monitoring of Lutheran Social Services of Northern California

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$ 132,000	7/1/23-6/30/24	7/1/23-12/31/23

**Monitoring Purpose:** ☒ Initial ☐ Follow-up ☐ Special ☐ Final

**Date of Review:** February 8, 2024

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

**Program Operator:** Lutheran Social Services of Northern California

**Findings and General Observations:**

We have reviewed the Workforce Innovation and Opportunity Act, Out-of-School Youth program from July 1, 2023 to December 31, 2023. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

## MEMORANDUM

**TO:** Ms. Debbie Hughes

**DATE:** March 11, 2024

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

**RE:** Onsite fiscal monitoring of Next Move Homeless Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 45,452	1/1/2023-12/31/2023	1/1/2023-12/31/2023

**Monitoring Purpose:** ☐ Initial ☐ Follow-up ☐ Special ☒ Final

**Date of Review:** January 23, 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	N/A	N/A
9	Indirect Cost Allocation	N/A	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A



**Program Operator:** Next Move Homeless Services, Inc.

**Findings and General Observations:**

We have reviewed the CSBG program from January 1, 2023 to December 31, 2023. 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: D'et Saurbourne  
Governing Board

## MEMORANDUM

**TO:** Andrea Rogozinski

**DATE:** March 21, 2024

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

**RE:** Onsite Fiscal Monitoring Desk Review of PRIDE Industries

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 157,908	7/1/2023-6/30/2024	7/1/2023-12/31/2023

**Monitoring Purpose:** ☒ Initial ☐ Follow-up ☐ Special ☐ Final

**Date of Review:** February 27, 2024

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

**Program Operator:** PRIDE Industries

**Findings and General Observations:**

We have reviewed the Workforce Innovation and Opportunity Act, Out-of-School Youth program from July 1, 2023 to December 31, 2023. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

## MEMORANDUM

**TO:** Major Rio Ray, Corp Officer

**DATE:** March 11, 2024

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

**RE:** Desk fiscal monitoring of The Salvation Army

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 60,000	1/1/2023-12/31/2023	1/1/2023-12/31/2023

**Monitoring Purpose:** ☐ Initial ☐ Follow-up ☐ Special ☒ Final

**Date of Review:** February 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	Yes	N/A
9	Indirect Cost Allocation	Yes	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	Yes	N/A
12	Equipment Records	Yes	N/A

**Program Operator:** The Salvation Army

**Findings and General Observations:**

We have reviewed the Community Service Block Grant Safety Net program from January 1, 2023 to December 31, 2023. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

CC: D'et Saurbourne  
Governing Board

## MEMORANDUM

**TO:** Ms. Bridget Alexander

**DATE:** March 14, 2024

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

**RE:** Onsite Fiscal Monitoring of Waking the Village

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Family SS	\$ 80,000	1/1/23-12/31/23	1/1/23-12/31/23

**Monitoring Purpose:** ☐ Initial ☐ Follow-up ☐ Special ☒ Final

**Date of Review:** February 13, 2024

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

**Program Operator:** Waking the Village

**Findings and General Observations:**

We have reviewed the Community Service Block Grant, Family Self-Sufficiency program from January 1, 2023 to December 31, 2023. 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: D'et Saurbourne  
Governing Board

### **INFORMATION ITEM III-B**

#### **Employer Success Stories and Activity Report**

Presenter: William Walker

#### **BACKGROUND:**

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

Staff will be available to answer questions.



# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

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>			
City of Elk Grove	9	Account Clerk I -Fiscal Operations Unit	2
	9	Associate Planner	1
	9	Budget Manager	1
	9	Cache Logistics Coordinator	1
	9	Code Enforcement Manager	1
	9	Dispatcher	1
	9	Environmental Health & Safety Specialist	1
	9	Facilities Technician	1
	6	Fire Recruit -EMT	2
	6	Fire Recruit-Paramedic	1
	9	Maintenance Technician I/II	1
	9	Police Officer	1
	9	Police Recruit	1
	9	Program Manager -Youth Development Program Manager	1
	3	Public Works Inspector I/II	10
	9	Senior Animal Care Technician	1
	3	Senior Civil Engineer	1
	9	Senior Deputy City Clerk	1
	7	Senior Information Technology Analyst	1
	9	Senior Integrated Waste Equipment Operator	1
	9	Staff Assistant-Worker's Compensation	1
	3	Survey Party Chief	1
	9	Veterinarian	10
City of Sacramento	9	311 Customer Service Agent	1
	9	Account Auditor	1
	9	Account Clerk I	1
	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	9
	9	Administrative Assistant	1
	9	Administrative Office	1
	9	Administrative Technician	3
	9	Animal Care Technician	1
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	9	Assistant Camp Caretaker	1

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City of Sacramento	9	Assistant Camp Chef	1
	3	Assistant Civil Engineer -Development	2
	9	Assistant Director of Public Safety Accountability	1
	9	Assistant Engineer/Associate Engineer	1
	9	Assistant Pool Manager	1
	9	Budget Technician	1
	3	Building Inspector II	1
	3	Building Inspector IV	1
	9	Building Maintenance Worker	1
	9	Camp Aide	1
	9	Camp Caretaker	1
	9	Camp Chef	1
	9	Camp Host	1
	9	Camp Program Director	1
	9	Camp Recreation Leader	1
	9	Cashier-Aquatics	1
		Code Enforcement Officer	1
	9	Community Center Attendant I	1
	9	Community Service Officer	2
	9	Community Service Officer II	1
	9	Crew Leader	2
	9	Curator of Education	1
	9	Customer Service Specialist	2
	9	D8-Council Representative	1
	3	Deputy Chief Building Official	1
	9	Deputy City Attorney/Senior Deputy City Attorney	1
	9	Development Project Manager	1
	7	Dispatcher I - Recruit	2
	7	Dispatcher II	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Equipment Mechanic III	1
	9	Equipment Serviceworker	1
	9	Events Duty Person	1
	9	Events Services Supervisor-Box Office Manager	1
	9	Executive Assistant	1

# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

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>			
City of Sacramento	9	Fire Assistant Chief	1
	9	Geographic Information Systems Specialist II	1
	9	Governmental Affairs Manager	1
	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor	1
	9	Instrument Technician II	1
	9	Irrigation Technician	1
	3	Junior Engineer	1
	3	Junior Engineer - Development	1
	9	Junior Plant Operator Drainage Operations	1
	9	Labor Relations Analyst	1
	9	Lifeguard	1
	9	Machinist Helper	1
	9	Mayor Council Intern - District 8	1
	6	Mental Health Clinician	1
	9	Meter Reader	1
	9	Meter Reading Supervisor	1
	9	Office of Public Safety Accountability Deputy Inspector General	1
	9	Office of Public Safety Accountability Senior Investigator	1
	9	Park Maintenance Worker II	1
	9	Parking Enforcement Supervisor	1
	9	Personnel Technician-Benefit Services	1
	9	Plant Operator-Wastewater/Drainage Division	1
	3	Plumber	1
	9	Police Clerk III	1
	9	Police Officer	3
	9	Police Officer -Recruit	1
	9	Police Records Specialist I	1
	9	Pool Manager	1
	7	Principal Applications Developer	1
	9	Process Control Supervisor	1
	9	Process Control Systems Specialist	1
	9	Program Developer-4th R	1
	9	Program Leader	1
	9	Program Manager	1
	9	Program Manager -Long Range Financial Planning	1

# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

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>			
City of Sacramento	9	Program Specialist	3
	9	Public Information Coordinator	1
	9	Real-Time Information Center Operator	1
	9	Recreation Manager	1
	9	Recycling Coordinator I	1
	9	Registered Veterinary Technician	1
	9	Senior Administrative Assistant	1
	9	Senior Council Representative -Chief of Staff- District 3	1
	9	Senior Deputy City Attorney	1
	7	Senior Information Technology Support Specialist	1
	9	Senior Landscape Architect	1
	9	Senior Lifeguard	1
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Station Engineer	1
	9	Stores Clerk II	1
	3	Street Construction Equipment Operator	1
	9	Student Intern	2
	9	Student Trainee Police Department	1
	9	Student Trainee-Police Department	1
	7	Systems Engineer-IT Operations	1
	9	Traffic Control and Lighting Technician Trainee	1
	9	Utilities Operations and Maintenance Superintendent	1
	9	Youth Aide	1
Franchise Tax Board	9	Tax Technician	1
GAT Airline Ground Support	9	Airport Ramp Agent	15
HP Hood LLC	9	Maintenance Engineer	1
Los Rios Community College	4	Account Clerk I	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant III	1
	4	American Sign Language /Deaf Studies Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor (Studio Art)	1
	4	Clerk II	1
	4	Clerk III	1

# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College	4	Custodian	1
	4	Dean of Education and Health Professions	1
	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of Public Service	1
	4	Dean of Science, Technology, Engineering, and Math	1
	4	Dental Assisting Adjunct Professor Pool	1
	4	Design & Digital Media (Animation and Game Design Adjunct Assistant Professor	1
	4	Director (I) of Accounting Services	1
	4	Director (IX) of Foundation Accounting	1
	4	Director (V) of Financial Aid	1
	4	Director (VI) of Educational Options	1
	4	Director (VII) of Native American Student Support and Success Program	1
	4	Director of Facilities Planning and Construction	1
	4	District Financial Aid Specialist	1
	4	Donor Relations Specialist	1
	4	Drafting-CADD Adjunct Assistant Professor	1
	4	Economics Adjunct Assistant Professor Pool	1
	4	Educational Media Design Specialist	1
	4	Electrician Trainee Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language (ESL) Adjunct Assistant Professor Pool	1
	4	Ethnic Studies Assistant Professor	1
	4	Facilities Administrative Support Technician I	1
	4	Financial Aid Officer	1
	4	Financial Aid Supervisor	1
	4	Financial Aid Technician	1
	4	Forestry Natural Resources Adjunct Assistant Professor Pool	1
	4	French Adjunct Assistant Professor Pool	1
	4	General Services Supervisor, Risk Management	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	Geomatics/Surveying Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Graphic Designer	2
	4	Health Information Technology Assistant Professor	1
	4	Health Services Assistant	1

# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College	4	Healthcare Interpreting Adjunct Assistant Professor Pool	1
	4	History Adjunct Assistant Professor Pool	1
	4	Hospitality Management/Culinary Arts Adjunct Assistant Professor Pool	1
	4	Humanities and Religious Studies Adjunct Assistant Professor	1
	4	Information Technology Specialist II - Microcomputer Support	1
	4	Instructional Assistant	3
	4	Instructional Assistant - Applied Music-Piano	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Music	2
	4	Instructional Assistant - Science - Mathematics Tutorial	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Development Adjunct Coordinator Pool	1
	4	Instructional Laboratory Supervisor - Science Programs	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician	4
	4	Laboratory Technician - Biology	1
	4	Learning Disabilities Specialist/Disability Support Programs and Services Counselor	1
	4	Librarian Adjunct Assistant Professor Pool	1
	4	Maintenance Operations Clerk	1
	4	Maintenance Technician II	1
	4	Media Systems/Resources Technician II	1
	4	Medical Laboratory Technician Adjunct Assistant Professor Pool	1
	4	Medical-Surgical Nursing Assistant Professor	2
	4	Men's Cross Country/Track and Field Head Adjunct Coach	1
	4	Mental Health Clinician Supervisor	4
	4	Nutritional Science/Dietetics Adjunct Assistant Professor Pool	1
	4	Operations Technician	1
	4	Outreach Specialist	1
	4	Paramedics/EMT Adjunct Assistant Professor Pool	1
	4	Payroll Accountant	1
	4	Payroll Technician	1
	4	Police Communication Dispatcher	1
	4	Prison and Reentry Education Program and Special Projects Director II	1

# SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College	4	Public Relations Technician	1
	4	Real Estate Adjunct Assistant Professor Pool	1
	4	Recruit Training Officer	1
	4	Registered Veterinary Technician Adjunct Assistant Professor Pool	1
	4	Research Analyst	1
	4	Risk Management Specialist	1
	4	Senior Buyer/Contract Specialist	1
	4	Sociology Adjunct Assistant Professor Pool	1
	4	Solar/Energy Technology Adjunct Assistant Professor Pool	1
	4	Special Projects - Education Coach I	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects - Test Proctor	1
	4	Special Projects - Virtual Reality Lab Assistant	1
	4	Speech Language Pathology Assistant Adjunct Assistant Professor Pool	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Cultural Awareness Center	1
	4	Student Personnel Assistant - Student Life	1
	4	Student Personnel Assistant - Student Services	3
	4	Student Support Specialist	8
	4	Swim and Dive Adjunct Faculty Head Coach Pool	1
	4	Theater Technician	1
	4	Theatre Arts Adjunct Assistant Professor	1
	4	Theatre Arts Assistant Professor	1
	4	Tutorial Services Assistant	1
	4	Utility Worker	1
	4	Veterinary Technology Assistant Professor and Program Coordinator	1
	4	Vice President of Administrative Services	1
	4	Vice President of Instruction	1
	4	Vietnamese Adjunct Assistant Professor Pool	1
	4	Welding Adjunct Assistant Professor Pool	1
Lotus Sacramento Corp.	9	Account Executive	1
	9	Social Media Coordinator	1

# SETA- Employer Activity Report

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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>			
Ning Hou	9	Artist - Color Specialist	1
Paratransit Inc.	7	Paratransit Bus Driver/Vehicle Operator	20
Sacramento Children's Home	9	Administrative Services Officer I	1
	9	Airport Operations Worker	1
	9	Assistant Planner	1
	9	Building Security Attendant Supervisor	1
	9	Chief Storekeeper - Fleet Services	1
	6	Chief, Public Health Laboratory Services	1
	9	Criminalist I-IV Firearms and Tool Mark Examiner	1
	9	Custodian Level I/II	1
	9	Deputy Director, Regional Parks	1
	9	Director of General Services	1
	9	Facilities Trades Operations Supervisor	1
	9	Firefighter, Sacramento County Airport Fire Level I/II	1
	9	Human Services Program Manager	1
	3	Lead Painter	1
	6	Pediatric Occupational/Physical Therapist Level I/II	1
	9	Printing Services Supervisor	1
	9	Recreation Leader	1
	9	Senior Accountant	1
	9	Senior Agricultural and Standards Inspector Canine Handler	1
	9	Senior Office Assistant	1
	9	Senior Public Information Officer	1
	9	Storekeeper - Fleet Services	1
	9	Supervising Communications/Operations Dispatcher	1
	9	Workforce/Career Assessment Supervisor	1
Sacramento Employment and Training Agency	9	CFS Maintenance/Courier	1
	9	CFS Quality Assurance Analyst	1
	9	Headstart Program Specialist	1
	9	Personnel Clerk	1
	9	Workforce Development Professional III	1
Sacramento LGBT Community Center	9	Chief Financial Officer	1



## SETA- Employer Activity Report

The following is an update of information as of March 22, 2024

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			
Sacramento Regional Transit	9	Bus Driver	6
	9	Community Bus Service	3
	9	Dispatch Supervisor	3
	9	Planner/Senior Planner	3
	9	Security Operations Center Specialist	3
United States Credit Bureau INC	9	Collector I	20
TNT Fireworks, Inc.	9	Seasonal/Summer Fireworks Stand Set Up Crew	1
	9	Seasonal/Summer Warehouse Associate	1
Western Range	9	Range Lamber	9
<b>Total</b>			<b>420</b>

**INFORMATION ITEM III-C**  
**Dislocated Worker Update**

Presenter: William Walker

**BACKGROUND:**

Attached is a copy of the most current dislocated worker updates.

Staff will be available to answer questions.

## Dislocated Worker Information PY 2023/2024

The following is an update of information as of March 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Sacramento Self Help Housing</b> 1010 Hurley Way Ste. 500 Sacramento, CA 95825	Social Services	6/21/2023	Permanent	168	Sacramento, CA	Yes	Yes
<b>Patriot Transport</b> 860 National Dr. Ste. 100 Sacramento, CA 95834	Transportation	7/2/2023	Permanent	7	Sacramento, CA	Yes	Yes
<b>YRC Inc. dba YRC Freight</b> 3210 52nd Avenue Sacramento, CA 95823	Transportation	7/30/2023	Permanent	60	Sacramento, CA	Yes	Yes
<b>SK hynix NAND Product Solutions Corp. dba Solidigm</b> 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	8/15/2023	Permanent	98	Sacramento, CA	Yes	Yes
<b>Intel Corporation</b> 1900 Prairie City Dr. Folsom, CA 95630	Electronics	8/31/2023	Permanent	89	Sacramento, CA	Yes	Yes
<b>Peet's Coffee</b> 3100 Folsom Blvd Sacramento, CA 95814	Food and Beverage	8/31/2023	Permanent	8	Sacramento, CA	No	Yes
<b>MTT Collective</b> 307 Riley St. Folsom, CA 95630	Retail	9/1/2023	Permanent	2	Folsom, CA	Yes	Yes
<b>Chando's Taco's</b> 7084 Auburn Blvd Citrus Heights, CA 95621	Food and Beverage	9/1/2023	Permanent	9	Citrus Heights, CA	No	Yes
<b>Fuqua Physical Therapy</b> 6560 Greenback Ln Citrus Heights, CA 95621	Healthcare	9/17/2023	Temporary Fire	8	Citrus Heights, CA	Yes	Yes
<b>99 Cents Only Store</b> 6431 Fair Oaks Blvd Carmichael, CA 95608	Grocery/retail	9/29/2023	Permanent	12	Carmichael, CA	No	Yes
<b>Escape Folsom</b> 727 Traders Ln Folsom, CA 95630	Entertainment/Food Beverage	9/29/2023	Permanent	12	Folsom, CA	No	Yes
<b>Luck Dog Bakery</b> 722 Traders Ln Folsom, CA 95630	Specialty Retail	9/29/2023	Permanent	1	Folsom, CA	No	Yes

## Dislocated Worker Information PY 2023/2024

The following is an update of information as of March 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Foundations for California Community Colleges</b> 1102 Q St. Ste. 4800 Sacramento, CA 95811	Education	9/29/2023	Permanent	259	Sacramento, CA	Yes	No
<b>Ericsson Inc.</b> 4119 S. Market Ct. Bldg. A, Suite 20 Sacramento, CA 95834	Telecommunications	9/29/2023	Permanent	94	Sacramento, CA	Yes	Yes
<b>Gold Country Run &amp; Sport</b> 7610 Folsom Auburn Rd. Ste #160 Folsom, CA 95630	Retail	9/30/2023	Permanent	4	Folsom, CA	Yes	Yes
<b>Centerra</b> 501 I Street, Suite 5600 Sacramento, CA 95814	Security	9/30/2023	Permanent	33	Sacramento, CA	Yes	Yes
<b>Sunrun</b> 1172 W. National Dr. Ste. 50 Sacramento, CA 95834	Energy	10/2/2023	Permanent	50	Sacramento, CA	Yes	Yes
<b>Carbon Health</b> 2100 Franklin St Ste. 355 Oakland, CA 94612 (3 Sac County Locations)	Healthcare	10/9/2023	Permanent	3	Sacramento, CA	Yes	Yes
<b>Cygnus Home Service, LLC dba Yelloh</b> 999 Kent Street Elk Grove, CA95625	Food Delivery	10/20/2023	Permanent	8	Elk Grove, CA	Yes	Yes
<b>Boston Pizza &amp; Sports Bar</b> 5511 Sunrise Blvd Citrus Heights, CA 95610	Food and Beverage	11/30/2023	Permanent	42	Citrus Heights, CA	Yes	Yes
<b>Matheson Flight Extenders</b> 7531 Metro Air Parkway Sacramento, CA 95837	Transportation	12/5/2023	Permanent	124	Sacramento, CA	Yes	Yes
<b>Arden Hills County Club, Inc.</b> 1220 Arden Hills Lane Sacramento, CA 95864	Resort	12/12/2023	Permanent	33	Sacramento, CA	Yes	Yes

## Dislocated Worker Information PY 2023/2024

The following is an update of information as of March 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>SK hynix NAND Product Solutions Corp. dba Solidigm</b> 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	12/29/2023	Permanent	172	Sacramento, CA	Yes	Yes
<b>Intel Corporation</b> 1900 Prairie City Road Folsom, CA 95630	Electronics	12/31/2023	Permanent	235	Sacramento, CA	Yes	Yes
<b>Blue Shield of California</b> 3300 Zinfandel Drive Building B Rancho Cordova, CA 95670	Healthcare	1/23/2024	Permanent	20	Rancho Cordova, CA	Yes	Yes
<b>Rite Aid</b> 10570 Twin Cities Rd. Galt, CA 95632	Retail	12/6/2023	Permanent	15	Galt, CA	Yes	Yes
<b>Rite Aid</b> 4980 Freeport Blvd. Sacramento, CA 95822	Retail	12/21/2023	Permanent	10	Sacramento, CA	Yes	Yes
<b>Lost Boys Interactive</b> 6417 Normandy Ln, Ste 201 Madison, WI 53719	Software Gaming	3/15/2024	Permanent	1 (*75 impacted nationally)	Sacramento, CA		Yes
<b>Matheson Postal Services</b> 9785 Goeth Road Sacramento, CA 95827	Transportation	1/31/2024	Permanent	28	Sacramento, CA	Yes	Yes
<b>CalPac Pizzall, LLC</b> 9015 Bruceville Road Elk Grove, CA 95758	Food and Beverage	2/12/2024	Permanent	4	Sacramento, CA	Yes	Yes
<b>Delta Dental</b> 11185 International Dr Rancho Cordova, CA 95670	Healthcare	5/17/2024	Permanent	37	Rancho Cordova, CA	Yes	Yes
<b>Parker Hannifin Corp BWF Division</b> 8314 Tiogawoods Dr Sacramento, CA 95828	Technology	4/1/2024	Permanent	8	Sacramento, CA	Yes	Yes
				<b>1,653</b>			

**INFORMATION ITEM III-D**

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

Presenter: Roy Kim

**BACKGROUND:**

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

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

Staff will be available to answer questions.

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

Contact: Cara Welch  
(916) 530-1700

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

**Total jobs in the Sacramento region down 15,000 over the month; up 31,100 over the year**

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in January 2024, up from a revised 4.6 percent in December 2023, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.5 percent in Placer County, 5.3 percent in Sacramento County, and 6.1 percent in Yolo County.

**NOTE:** Labor Force and Industry data contained in this release differ from previous information due to the U.S. Department of Labor's annual revision process.

**Between December 2023 and January 2024**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 15,000 to total 1,089,400 jobs.

- Over the month, trade, transportation, and utilities experienced a normal seasonal decline with a loss of 6,100 jobs. Within the industry sector, retail trade shed 3,900 jobs while transportation, warehousing, and utilities fell by 2,200 jobs. Wholesale trade remained unchanged.
- Construction employment continued to trend down in January with the reduction of 3,100 jobs. Specialty trade contractors (down 1,900 jobs) accounted for most of the decrease. Construction of buildings dropped by 500 jobs.
- Professional and business services reported a loss of 2,500 jobs from December to January. Employment declines were spread across administrative and support and waste services (down 1,800 jobs), professional, scientific, and technical services (down 500 jobs), and management of companies and enterprises (down 200 jobs).
- Government (up 500 jobs) was the only industry sector to gain employment in January. Job growth occurred in state government (up 300 jobs) and local government (up 200 jobs). Federal government remained unchanged.

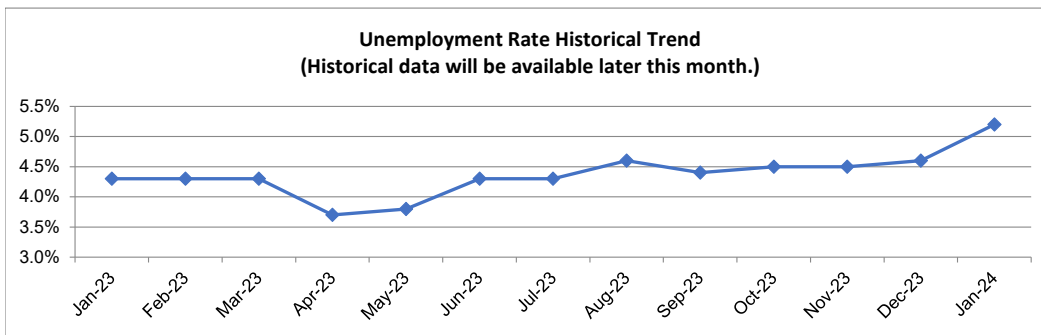
**Between January 2023 and January 2024**, total jobs in the region increased by 31,100 or 2.9 percent.

- Private education and health services led the region in year-over gains with the addition of 16,800 jobs. Healthcare and social assistance added 15,500 jobs while private educational services grew by 1,300 jobs.
- Employment in government advanced by 9,900 jobs. Gains were in local government (up 5,100 jobs), state government (up 4,400 jobs), and federal government (up 400 jobs).
- Construction expanded by 5,300 jobs when compared to last January. Construction of buildings (up 4,000 jobs) accounted for 83 percent of the expansion. Specialty trade contractors added 1,200 jobs.
- Meanwhile, three industries reported year-over declines: professional and business services (down 2,800 jobs), trade, transportation, and utilities (down 1,100 jobs), and information (down 700 jobs).

IMMEDIATE RELEASE

SACRAMENTO--ROSEVILLE--ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)  
(El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in January 2024, up from a revised 4.6 percent in December 2023, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.5 percent in Placer County, 5.3 percent in Sacramento County, and 6.1 percent in Yolo County.



Industry	Dec-2023	Jan-2024	Change		Jan-2023	Jan-2024	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,104,400	1,089,400	(15,000)		1,058,300	1,089,400	31,100
Total Farm	8,500	7,600	(900)		6,600	7,600	1,000
Total Nonfarm	1,095,900	1,081,800	(14,100)		1,051,700	1,081,800	30,100
Mining, Logging, and Construction	76,900	73,800	(3,100)		68,300	73,800	5,500
Mining and Logging	600	600	0		400	600	200
Construction	76,300	73,200	(3,100)		67,900	73,200	5,300
Manufacturing	40,700	40,400	(300)		40,200	40,400	200
Trade, Transportation, and Utilities	174,900	168,800	(6,100)		169,900	168,800	(1,100)
Information	9,400	9,400	0		10,100	9,400	(700)
Financial Activities	49,700	49,500	(200)		49,300	49,500	200
Professional and Business Services	135,300	132,800	(2,500)		135,600	132,800	(2,800)
Private Education and Health Services	197,200	197,200	0		180,400	197,200	16,800
Leisure and Hospitality	112,200	110,300	(1,900)		109,700	110,300	600
Other Services	38,500	38,000	(500)		36,500	38,000	1,500
Government	261,100	261,600	500		251,700	261,600	9,900

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



March 8, 2024

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

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2023 Benchmark

Data Not Seasonally Adjusted

	Jan 23	Nov 23	Dec 23 Revised	Jan 24 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,116,400	1,141,600	1,132,100	1,139,700	0.7%	2.1%
Civilian Employment	1,068,000	1,090,000	1,080,000	1,080,500	0.0%	1.2%
Civilian Unemployment	48,400	51,600	52,100	59,300	13.8%	22.5%
Civilian Unemployment Rate	4.3%	4.5%	4.6%	5.2%		
(CA Unemployment Rate)	4.7%	4.9%	5.1%	5.7%		
(U.S. Unemployment Rate)	3.9%	3.5%	3.5%	4.1%		
Total, All Industries (2)	1,058,300	1,104,100	1,104,400	1,089,400	-1.4%	2.9%
Total Farm	6,600	8,800	8,500	7,600	-10.6%	15.2%
Total Nonfarm	1,051,700	1,095,300	1,095,900	1,081,800	-1.3%	2.9%
Total Private	800,000	833,300	834,800	820,200	-1.7%	2.5%
Goods Producing	108,500	119,200	117,600	114,200	-2.9%	5.3%
Mining, Logging, and Construction	68,300	78,400	76,900	73,800	-4.0%	8.1%
Mining and Logging	400	600	600	600	0.0%	50.0%
Construction	67,900	77,800	76,300	73,200	-4.1%	7.8%
Construction of Buildings	14,200	15,300	15,200	14,700	-3.3%	3.5%
Specialty Trade Contractors	47,200	54,200	53,100	51,200	-3.6%	8.5%
Foundation, Structure, and Building Exterior Co	11,200	14,600	14,300	13,700	-4.2%	22.3%
Building Equipment Contractors	21,600	22,900	22,900	22,400	-2.2%	3.7%
Building Finishing Contractors	10,000	11,000	10,800	10,400	-3.7%	4.0%
Manufacturing	40,200	40,800	40,700	40,400	-0.7%	0.5%
Durable Goods	25,900	25,500	25,500	25,300	-0.8%	-2.3%
Computer and Electronic Product Manufacturing	4,400	4,300	4,300	4,300	0.0%	-2.3%
Non-Durable Goods	14,300	15,300	15,200	15,100	-0.7%	5.6%
Food Manufacturing	5,600	6,200	6,200	6,100	-1.6%	8.9%
Service-Providing	943,200	976,100	978,300	967,600	-1.1%	2.6%
Private Service Providing	691,500	714,100	717,200	706,000	-1.6%	2.1%
Trade, Transportation, and Utilities	169,900	173,500	174,900	168,800	-3.5%	-0.6%
Wholesale Trade	28,400	28,400	28,500	28,500	0.0%	0.4%
Merchant Wholesalers, Durable Goods	16,300	16,400	16,500	16,500	0.0%	1.2%
Merchant Wholesalers, Nondurable Goods	10,600	10,500	10,500	10,500	0.0%	-0.9%
Retail Trade	99,300	102,100	103,400	99,500	-3.8%	0.2%
Motor Vehicle & Parts Dealer	14,800	14,800	15,200	15,000	-1.3%	1.4%
Building Material and Garden Equipment and Suppli	8,500	8,700	8,800	8,600	-2.3%	1.2%
Grocery and Convenience Retailers	20,700	20,800	21,000	20,400	-2.9%	-1.4%
General Merchandise Retailers	20,100	21,700	22,200	20,500	-7.7%	2.0%
Health and Personal Care Retailers	5,500	5,400	5,300	5,000	-5.7%	-9.1%
Clothing, Clothing Accessories, Shoe, and Jewelry	6,600	7,200	7,400	6,600	-10.8%	0.0%
Sporting Goods, Hobby, Musical Instrument, Book,	10,500	11,100	11,200	10,900	-2.7%	3.8%
Transportation, Warehousing, and Utilities	42,200	43,000	43,000	40,800	-5.1%	-3.3%
Information	10,100	9,500	9,400	9,400	0.0%	-6.9%
Publishing Industries	2,300	2,100	2,100	2,100	0.0%	-8.7%
Telecommunications	2,600	2,400	2,400	2,400	0.0%	-7.7%
Financial Activities	49,300	49,400	49,700	49,500	-0.4%	0.4%
Finance and Insurance	31,000	30,600	30,600	30,500	-0.3%	-1.6%
Credit Intermediation and Related Activities incl	8,700	8,300	8,300	8,300	0.0%	-4.6%
Depository Credit Intermediation including Mone	5,600	5,200	5,200	5,200	0.0%	-7.1%
Nondepository Credit Intermediation	1,700	1,600	1,600	1,600	0.0%	-5.9%
Insurance Carriers and Related Activities	19,200	19,300	19,300	19,200	-0.5%	0.0%
Real Estate and Rental and Leasing	18,300	18,800	19,100	19,000	-0.5%	3.8%
Real Estate	14,500	14,500	14,800	14,500	-2.0%	0.0%
Professional and Business Services	135,600	134,700	135,300	132,800	-1.8%	-2.1%
Professional, Scientific, and Technical Services	61,700	61,400	62,200	61,700	-0.8%	0.0%
Architectural, Engineering, and Related Service	10,700	10,900	11,000	10,900	-0.9%	1.9%
Management of Companies and Enterprises	13,200	12,800	12,800	12,600	-1.6%	-4.5%
Administrative and Support and Waste Management	60,700	60,500	60,300	58,500	-3.0%	-3.6%
Administrative and Support Services	57,400	56,700	56,700	55,300	-2.5%	-3.7%
Employment Services	19,400	17,800	17,700	16,800	-5.1%	-13.4%

**Sacramento--Roseville--Arden-Arcade MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2023 Benchmark

Data Not Seasonally Adjusted

	Jan 23	Nov 23	Dec 23 Revised	Jan 24 Prelim	Percent Change Month Year	
Services to Buildings and Dwellings	17,500	18,400	18,200	18,200	0.0%	4.0%
Private Education and Health Services	180,400	196,300	197,200	197,200	0.0%	9.3%
Private Educational Services	14,800	16,600	16,700	16,100	-3.6%	8.8%
Health Care and Social Assistance	165,600	179,700	180,500	181,100	0.3%	9.4%
Ambulatory Health Care Services	60,000	65,000	65,200	65,200	0.0%	8.7%
Hospitals	25,800	27,100	27,200	27,200	0.0%	5.4%
Nursing and Residential Care Facilities	17,400	19,200	19,400	19,400	0.0%	11.5%
Leisure and Hospitality	109,700	112,000	112,200	110,300	-1.7%	0.5%
Arts, Entertainment, and Recreation	20,100	19,700	20,400	20,100	-1.5%	0.0%
Accommodation and Food Services	89,600	92,300	91,800	90,200	-1.7%	0.7%
Accommodation	9,400	9,100	9,500	9,500	0.0%	1.1%
Food Services and Drinking Places	80,200	83,200	82,300	80,700	-1.9%	0.6%
Restaurants and Other Eating Places	76,300	78,600	77,800	76,300	-1.9%	0.0%
Full-Service Restaurants	32,900	33,800	33,700	33,000	-2.1%	0.3%
Limited-Service Restaurants and Other Eating	43,400	44,800	44,100	43,300	-1.8%	-0.2%
Other Services	36,500	38,700	38,500	38,000	-1.3%	4.1%
Repair and Maintenance	10,600	11,700	11,700	11,400	-2.6%	7.5%
Government	251,700	262,000	261,100	261,600	0.2%	3.9%
Federal Government	14,200	14,600	14,600	14,600	0.0%	2.8%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	237,500	247,400	246,500	247,000	0.2%	4.0%
State Government	132,400	136,600	136,500	136,800	0.2%	3.3%
State Government Educational Services	28,800	29,700	29,800	29,500	-1.0%	2.4%
State Government Excluding Education	103,600	106,900	106,700	107,300	0.6%	3.6%
Local Government	105,100	110,800	110,000	110,200	0.2%	4.9%
Local Government Educational Services	57,900	60,600	60,000	60,100	0.2%	3.8%
Local Government excluding Educational Services	47,200	50,200	50,000	50,100	0.2%	6.1%
County Government	19,600	20,100	20,100	20,300	1.0%	3.6%
City Government	9,600	10,600	10,400	10,300	-1.0%	7.3%
Special Districts plus Tribes	18,000	19,500	19,500	19,500	0.0%	8.3%

**Notes:**

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,344,200</b>	<b>18,239,000</b>	<b>1,105,200</b>	<b>5.7%</b>
ALAMEDA	14	825,700	784,500	41,200	5.0%
ALPINE	32	650	610	40	6.6%
AMADOR	28	14,380	13,480	890	6.2%
BUTTE	32	92,900	86,700	6,100	6.6%
CALAVERAS	19	21,960	20,780	1,180	5.4%
COLUSA	58	10,570	8,530	2,040	19.3%
CONTRA COSTA	14	550,700	523,000	27,700	5.0%
DEL NORTE	37	9,250	8,580	660	7.2%
EL DORADO	14	94,700	90,000	4,700	5.0%
FRESNO	48	464,500	423,600	41,000	8.8%
GLENN	44	12,520	11,510	1,010	8.0%
HUMBOLDT	24	60,000	56,400	3,500	5.9%
IMPERIAL	57	75,000	61,600	13,300	17.8%
INYO	12	8,240	7,850	390	4.8%
KERN	49	398,900	361,000	37,900	9.5%
KINGS	51	59,800	53,900	5,900	9.9%
LAKE	38	29,310	27,150	2,160	7.4%
LASSEN	36	8,510	7,900	610	7.1%
LOS ANGELES	24	5,018,800	4,722,100	296,600	5.9%
MADERA	46	67,100	61,300	5,900	8.7%
MARIN	3	132,300	126,900	5,400	4.1%
MARIPOSA	34	7,400	6,890	520	7.0%
MENDOCINO	26	37,270	34,980	2,290	6.1%
MERCED	54	121,000	107,800	13,200	10.9%
MODOC	52	3,190	2,860	320	10.2%
MONO	6	9,730	9,320	420	4.3%
MONTEREY	53	210,300	188,200	22,100	10.5%
NAPA	10	71,800	68,400	3,300	4.6%
NEVADA	12	49,780	47,410	2,370	4.8%
ORANGE	4	1,590,900	1,523,900	66,900	4.2%
PLACER	8	196,400	187,600	8,900	4.5%
PLUMAS	55	7,060	6,280	780	11.0%
RIVERSIDE	21	1,164,200	1,099,800	64,300	5.5%
SACRAMENTO	18	737,800	698,800	39,000	5.3%
SAN BENITO	40	32,200	29,800	2,400	7.5%
SAN BERNARDINO	19	1,018,900	964,000	54,900	5.4%
SAN DIEGO	11	1,597,700	1,521,800	75,800	4.7%
SAN FRANCISCO	2	561,000	538,700	22,400	4.0%
SAN JOAQUIN	40	349,100	323,000	26,100	7.5%
SAN LUIS OBISPO	4	135,000	129,200	5,700	4.2%
SAN MATEO	1	443,400	427,000	16,400	3.7%
SANTA BARBARA	22	214,100	202,100	12,000	5.6%
SANTA CLARA	6	1,034,000	989,200	44,800	4.3%
SANTA CRUZ	38	131,600	121,800	9,800	7.4%
SHASTA	31	75,000	70,200	4,800	6.4%
SIERRA	28	1,300	1,220	80	6.2%
SISKIYOU	46	16,870	15,400	1,470	8.7%
SOLANO	23	205,000	193,400	11,600	5.7%
SONOMA	8	249,400	238,200	11,200	4.5%
STANISLAUS	43	248,300	229,400	18,900	7.6%
SUTTER	50	46,900	42,300	4,600	9.8%
TEHAMA	34	26,240	24,400	1,830	7.0%
TRINITY	40	4,510	4,170	340	7.5%
TULARE	56	214,400	189,100	25,400	11.8%
TUOLUMNE	28	19,970	18,740	1,230	6.2%
VENTURA	17	413,600	392,200	21,400	5.2%
YOLO	26	110,700	104,000	6,700	6.1%
YUBA	45	32,500	29,800	2,700	8.3%

**INFORMATION ITEM III-E**  
**Head Start Reports**

Presenter: Karen Griffith

**BACKGROUND:**

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

Staff will be available to answer questions.



# Seta Head Start

## Food Service Operations Monthly Report

### \*February, 2024

1/29/24-2/2/24 - Norma Johnson closed due to doing the flooring.  
 2/2/24-2/9/24 - Job Corps closed due to moving furniture and panting.  
 2/6/24 - Hopkins Park had a field trip on site with the Puppet Show, no sack lunch requested.  
 2/8/24-2/16/24 - Nedra closed due to moving furniture and painting.  
 2/12/24-2/16/24 - Elkhorn closed due to flooring.  
 2/14/24 - Norma Johnson had a field trip to the Sacramento Fire Department, no sack lunch requested.  
 2/22/24-3/1/24 - Phoenix Park closed due to moving furniture and painting.  
 2/23/24 - Sharon Neese had a field trip to Fairy Tale Town we prepared 85 sack lunches.  
 2/28/24 - Homebase Preschool had a field trip to Tumble Buddies we prepared 40 sack lunches.  
 2/28/24 - Norma Johnson had a field trip on site with the Puppet Art Show, no sack lunches requested.  
 2/29/24 - Norma Johnson had a field trip to Fairy Tale Town we prepared 49 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	34,108	31,032	30,248	3
<b>Total Amount of Meals and Snacks Prepared</b>				<b>95,562</b>

**Purchases:**

Food	\$128,966.17
Non - Food	\$16,715.33

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,033.81
Vehicle Gas / Fuel:	\$1,930.07
Normal Delivery Days	20

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2024**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1544	197	<b>13%</b>	699	143	<b>20%</b>
<b>Twin Rivers USD</b>	160	40	<b>25%</b>	56	3	<b>5 %</b>
<b>Elk Grove USD</b>	480	85	<b>18%</b>	NA		
<b>Sac City USD</b>	676	89	<b>13%</b>	16	**0	<b>0%</b>
<b>San Juan USD</b>	888	78	<b>9%</b>	164	5	<b>3%</b>
<b>WCIC</b>	100	5	<b>5%</b>	NA		
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>474</b>	<b>13%</b>	<b>935</b>	<b>151</b>	<b>16%</b>

\*\*Corrections made

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (02/29/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	480	450	0	94%	1% -
Sacramento City USD	676	615	24 (96%)	91%	2% +
San Juan USD	888	710	119 (92%)	80%	0%
SETA	1,544	1,447	0	94%	1% +
Twin Rivers USD	160	149	0	93%	4% +
WCIC/Playmate	100	87	0	87%	1% +
<b>Total</b>	<b>3,848</b>	<b>3,458</b>	<b>143 (93%)</b>	<b>90%</b>	<b>1% +</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (02/29/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	164	142	12 (93%)	87%	1% +
SETA	699	660	0	94%	4% +
Twin Rivers USD	56	37	16 (93%)	66%	5% +
SCUSD	16	0	16 (100%)	0%	0%
<b>Total</b>	<b>935</b>	<b>839</b>	<b>44 (94%)</b>	<b>90%</b>	<b>1% +</b>

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

## **Reasons for Program Under Enrollment**

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

- EGUSD has sites with exhausted waitlist.
- Delay of opening classroom due to facilities or building repair.
- Children with IEP's continue to be identified to move into the inclusion classrooms.

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

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- Sites are under enrolled due to students dropping from the program, moving out of state or out of our district.

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

- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.
- As of the beginning of March, the following San Juan Unified School District preschool sites have exhausted waitlists: Choices Charter; Encina; Garfield; Grand Oaks; Howe; Ralph Richardson.
- Though the posting has been put online, Homebase Teacher vacancy can only be filled by external applicants even though there may be internal candidates interested in the position, and HR has not provided any external candidates.
- The district was closed for one week for school recess/holiday—with less time to process enrollments this month.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year due to the school district currently doing their TK enrollment.

### ***SETA***

- Vacancies in the following positions that support classroom ratio or enrollment: 16 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 2 Family Service Workers.

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

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Waiting list is exhausted in the following services areas: 95673, 95560, 95652.
- Continued vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (2).

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

- WCIC continue remain committed to providing quality education to the students we do have, and continue to explore strategies to attract families within the zip code of 95817.
- Due to a majority of 3yr old's enrolled, 2 classrooms are capped at 17.

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

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

- We are in the process of identifying eligible children who are turning 3yrs old in our Parent Child Playgroup program.
- ChildPlus student profiles are being filtered to identify siblings of students who will be turning 3yrs old soon.



- Registrations for our 24-25 PreK enrollments have allowed us to reach out to families with children who are age eligible for the current school year.
- Our ERSEA team is almost fully staffed and continues to monitor responses submitted on the 2023-2024 online interest form.

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

- A fourth Coordinator has on-boarded, and will be specifically working with the Early Head Start Programs. We have a total of 10 enrollment applications that has been turned in: For Elder Creek: We received six (6) enrollment applications for the toddler classroom. For American Legion: We received three (3) enrollment applications for the toddler classroom and one (1) enrollment application for the infant classroom.
- We are reaching out to these families, so we can update their information. Continuing to follow up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- Continuing to attend community events, word of mouth, collaborating with the Assistant Superintendent, ELC, K-12 Enrollment Team, SCUSD Attendance Team to discuss shared vision and ways we can enhance the preschool program to align with district standards and policies for enrollment and recruitment.
- School Community Liaison (SCL) is building a rapport with community organizations, and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

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

- ERSEA Content Specialist updated physical EHS & HS Flyer in collaboration with the Communications Department.
- ERSEA Content Specialist and SCW distributed flyers at local businesses and partners close to ZIP codes with low enrollment.

### ***SETA***

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There were 4 Associate Teachers and 1 Lead Teacher/Infant Toddler onboarded in February. There are 4 employment offers pending for the following positions: 1-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Presentation on Head Start services at Network Cafe and Connection Cafe.

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

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor. Contracted with Childcare Careers (CCC) substitute to temporally fill vacancies.
- The ERSEA team recruited in the following community events: Black History Celebration, Food Distribution, and Kindergarten Round-Up. Recruited over 10 families and distributed information to families on what documents are needed for enrollment.
- Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months will be contacted to start the HS registration process.

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

- Throughout February, WCIC distributed fliers to several key locations: Serna Center including the Early Learning and Care Development Department, Family and Community Empowerment Department, Colonial Heights Library, Asian Resource Inc., and Sac Works One Stop Career Center.
- In February 2024, WCIC purchased two monthly bus passes for two families.

## **REPORTS TO THE BOARD ITEM IV**

### **A. Chair's Report**

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

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

### **B. Interim Executive Director's Report**

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

### **C. Deputy Directors' Report**

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

### **D. Counsel's 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.