

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday August 1, 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. 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. 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, 82588040306# US (San Jose).

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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.

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GOVERNING BOARD

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

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I.	CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Negotiator: Dee Contreras Employee Organization: AFSCME Local 146	
II.	PRESENTATION: Strategic Planning Updates (Dalberg)	
III.	CONSENT ITEMS:	
	A. Approval of Minutes of the June 6, 2024 Regular Board Meeting	1-9
	B. Approval of Claims and Warrants	10
	C. Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement	11
	D. Approval to Modify Cooperative Personnel Service's Vendor Services Contract	12-14
	E. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement	15
	F. Appointment of Member to the Community Action Board	16
IV.	ACTION ITEMS:	
	A. General Administration	
	1. Timed Item 10:00 a.m. and Public Hearing Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025 (Mario Maslac)	17-19
	2. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit (D'et Saurbourne)	20-21
	3. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management (D'et Saurbourne)	22-23
	B. Workforce Development Department	
	General/Discretionary: No items	
	One Stop Services:	
	1. Agree with the Sacramento Works, Inc. Board to Approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2024-2025, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD) (Michelle O'Camb)	24

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department

1. Approval to Accept and Allocate Head Start/Early Head Start
Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025
(Karen Griffith) 25-30
2. Approval to Extend Janitorial Services Agreements and Authorize the
Executive Director to Sign Each Agreement (Karen Griffith) 31

V. INFORMATION ITEMS:

- A. Fiscal Monitoring Reports (Mario Maslac) 32-58**
- Asian Resources, Inc.
 - Bach Viet Associations, Inc.
 - Elk Grove Unified School District – Adult Education
 - Elk Grove Unified School District – Head Start
 - Muslim American Society – Social Services Foundation
 - My Sister’s House
 - North State Building Industry Foundation
 - Sacramento City Unified School District
 - San Juan Unified School District
 - Volunteers of America, NCNN
 - Women’s Civic Improvement Club of Sacramento, Inc.
 - World Relief Corporation of National Association of Evangelicals
(Sacramento)
 - Wraparound Enterprises, Inc.
- B. Employer Success Stories and Activity Report (William Walker) 59-61**
- C. Dislocated Worker Update (William Walker) 62-63**
- D. Unemployment Update/Press Release from the Employment
Development Department (Roy Kim) 64-69**
- E. Head Start Reports (Karen Griffith) 70-75**

VI. REPORTS TO THE BOARD:

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

VII. ADJOURNMENT

DISTRIBUTION DATE: Thursday, July 25, 2024

CONSENT ITEM III-A

Approval of Minutes of the June 6, 2024 Regular Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of the June 6, 2024 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday June 6, 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 10:04 a.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent:

Rich Desmond, Member, Board of Supervisors

Recognition of Long-term Employees:

Raquel (Kelly) Howard, Dispatch Clerk (20 years of service)
Ms. Patricia Marshall congratulated Ms. Howard on her 20 years at SETA and provided background highlights.

The Board congratulated Ms. Howard and expressed their gratitude for her service.

I. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 10:10 a.m. Returned from Closed Session at 10:33 a.m.

There was nothing to report out.

II. **CONSENT ITEMS:**

A. Approval of Minutes of the April 25, 2024 Special Board Meeting

B. Approval of Claims and Warrants

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

A. Approval of Minutes of the April 25, 2024 Special Board Meeting

B. Approval of Claims and Warrants

Roll call vote:

Aye: 4 (Vang, Kennedy, Guerra, Scherman)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

III. ACTION ITEMS:

A. General Administration/SETA

4. Timed Item 10:00 a.m. and Public Hearing

Approval of Revisions to the Public Information Officer Job Specification

Mr. Richardson introduced himself and stated that the Public Information Officer job specification was last updated in July 1992. As part of the strategic planning initiative and in an effort to recruit for this position, Mr. Richardson advised that the job specification needs to be updated to ensure it complies with federal and state regulations, clarifies employment standards and required qualifications, and accounts for advances in technology/media.

Ms. Vang welcomed the initiative and was glad that SETA is moving toward hiring a Public Information Officer in the near future.

Ms. Vang opened the public hearing at 10:36 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:36 a.m.

Moved/Guerra, second/Scherman, to approve the revised job specification for the Public Information Officer classification.

Roll call vote:

Aye: 4 (Vang, Kennedy, Guerra, Scherman)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

5. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2024-2025

Mr. Maslac introduced himself and reviewed the item. He advised that under applicable procedures outlined in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each fiscal year. The Recommended Budget, once approved by the Governing Board, provides authority to operate in the new fiscal year until the adoption of a Final Budget for that fiscal year. He noted that the 2024-2025 total budget is \$141,359,569, a year-over-year increase of about \$13.8M. Mr. Maslac elaborated on other Recommended Budget details that were provided to Board members under separate cover. Lastly, he advised the Board that the Recommended Budget does not include about \$1.6M in Cost-of-Living Adjustment (COLA) funds received from the Administration for Children and Family Services. This will be included in the final budget and presented at the Board's August

meeting, at which time the COLA negotiations with the union should have concluded.

Moved/Scherman, second/Guerra, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public; schedule a Public Hearing on the Final Budget; and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 1, 2024 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

6. Approval of Appointments to the Sacramento Works, Inc. Board

Mr. Kim advised that this item seeks the Board approval to appoint the following three individuals to the Sacramento Works, Inc. Board:

- Kim Gusman, CEO/President California Employers Association
- Jeff Richard, Deputy Division Chief California Employment Development Department
- Sara Miles, Workforce Development Director UFCW Western States Council

Moved/Guerra, second/Scherman, to appoint Ms. Kim Gusman, Mr. Jeff Richard, and Ms. Sara Miles to the Sacramento Works, Inc. Board.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title 1, Youth Program, Program Year 2024-2025

Ms. Mechals reviewed the item and provided the following updates:

- WIOA Youth Program, Program Year (PY) 2024-2025 allocation has been received with an increase of \$23,000;
- All WIOA Youth providers confirmed they will meet or exceed their enrollment goals.

Ms. Mechals reported that SETA feels confident with this recommendation moving forward and providing current providers with funding either at level funding or increasing their funding to serve more youth. Additionally, this funding recommendation includes 2024-

2025 Youth Voice Committee Initiatives to continue increasing youth voice within the Youth Committee in the upcoming program year.

Moved/Guerra, second/Kennedy, agree with the Sacramento Works, Inc. Board to approve the funding extension recommendations for the WIOA Title I, Youth Program, PY 2024-2025, with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance and final WIOA funding allocations.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

2. Agree with the Sacramento Works, Inc. Board to Approve the WIOA Resource Allocation Plan, Program Year 2024-2025

Mr. Kim reviewed the item. He advised that each year, the Sacramento Works, Inc. Board approves the WIOA Resource Allocation Plan (RAP), which determines allocations for different services and activities that comprise the job center system. This year, the WIOA Youth Program and Adult/Dislocated Programs received an increase of about \$274,000 combined.

Mr. Kim shared that a bill titled "A Stronger Workforce for America Act", which would reauthorize WIOA, passed the U.S. House of Representatives in early April and is under consideration by the U.S. Senate. This bill would require that a minimum of 50% of funds be used to provide training services, including employer-directed skills development and on-the-job training. In anticipation of new legislation, staff recommends an increase in the amount allocated to training services of \$500,000. The Sacramento Works, Inc. Board approved the recommended RAP at its May 22, 2024 meeting.

Moved/Kennedy, second/Scherman, agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan, Program Year 2024-2025.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

3. Approval of WIOA Title I, Adult/Dislocated Worker Funding Recommendations, Program Year 2024-2025

Mr. Kim reviewed the item. He reminded the Board that at the March 7, 2024, meeting, the release of the Request for Proposals (RFP) for the WIOA, Title I, Adult/Dislocated Worker Services for program years 2024-2028 had been approved. SETA received ten (10) proposals requesting \$3,862,784. Over the past year, the system has seen a significant increase in customers, returning to pre-pandemic levels and reaching a total of nearly 40,000 customers in the Job Center network this year.

An evaluation team that included representatives from the City and County of Sacramento and SETA program and fiscal staff reviewed and scored each proposal. Based on the

evaluation results, proposals were ranked by score, and staff prepared the funding recommendations included in the packet.

Proposers in Rank 1 are recommended for full funding; proposers in Rank 2 are recommended for 95% of the amount requested; proposers in Rank 3 are recommended for 90% of the amount requested.

Mr. Kim stated that due to allocation increases and some identified cost savings, SETA is able to allocate almost an additional \$1M more than the former year.

Moved/Guerra, second/Scherman, to approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker Program as indicated on the attached charts with the following stipulations:

1. Program Year 2024-2025 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. A minimum of 10% of customers must be served under individualized career and/or training services.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

Community Services Block Grant: No items

Refugee Services:

4. Approval to Augment Slavic Assistance Center, Inc. Under the Refugee Support Services Set-aside Grant for Services to Older Refugees, Program Year 2024-2025

Ms. O'Camb reviewed the item. She advised that on October 20, 2023, SETA received the final Refugee Social Services (RSS) Set-aside award notification from the California Department of Social Services, Refugee Programs Bureau. Actual funds available for allocation were \$19,510 higher than the estimated amount due to an increase in arrivals last year and some qualifying counties in the state declining the funding. Additionally, upon completion of the Federal Fiscal Year (FFY) 2023 closeout, \$64,959 in unspent funds were identified for possible allocation.

As a result, staff recommends an augmentation of \$50,000 in RSS Set-aside funding to Slavic Assistance Center, Inc. (SAC) to serve an additional fifty (50) older refugees this year based on the organization's current operational capacity. The primary focus of this program is to assist older refugees through citizenship and naturalization processes. Other services include ensuring refugees are linked to mainstream senior services as well as providing information and referrals to other services and resources that assist with socialization and acculturation.

If approved, SAC's new RSS Set-aside allocation will total \$150,000 to serve 150 older refugees by September 30, 2024.

Moved/Guerra, second/Kennedy, to approve the funding augmentation recommendation of \$50,000 in Refugee Social Services (RSS) Set-aside funds to Slavic Assistance Center,

Inc. (SAC) to serve an additional 50 older refugees that are 60 years of age or older this program year bringing SAC's total allocation to \$150,000 to serve a total of 150 older refugees.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

C. Children And Family Services Department:

1. Approval of Budget Modification No-Cost Extension for the American Rescue Plan Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Ms. Griffith reviewed the item and advised that it provides an opportunity to approve

- a budget modification (\$3,044,382),
- three (3) 1303 facilities applications (\$1,058,453), and
- a 12-month no-cost extension request (\$9,951,947) for the Head Start (HS) and Early Head Start (EHS) Basic and Training and Technical Assistance funds for the program year 2023-2024.

She stated that the Office of Head Start announced an opportunity to extend American Rescue Plan Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds for another twelve months. SETA plans to use these funds mostly on projects in the contractual category with Delegate Agencies.

Moved/Kennedy, second/Scherman, to approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants 12 month no-cost extension request in the amount of \$1,945,312 and a budget modification in the amount of \$543,249 from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other cost categories.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

2. Approval of Budget Modification No-Cost Extension and 1303 Facilities Renovation and Repair Applications for the Program Year 2023-2024 Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA) Funds

Ms. Griffith reviewed the item and advised that it provides an opportunity to approve

- a budget modification (\$3,044,382),
- three (3) 1303 facilities applications (\$1,058,453), and
- a 12-month no-cost extension request (\$9,951,947) for the Head Start and Early Head Start Basic and T&TA funds for the program year 2023-2024.

The funds are being repurposed from underspent funds to be used towards various items, including the SETA longevity pay program, outdoor major renovation (1303) projects at Northview Early Learning Center (ELC) (SETA), and multiple San Juan Unified School

District ELCs.

Moved/Scherman, second/Kennedy, to approve a Head Start/Early Head Start Basic and T&TA grants 12 month no-cost extension request in the amount of \$9,951,947, 1303 Facilities Applications in the amount of \$1,058,453 for San Juan USD sites and a budget modification in the amount of \$3,044,382 from Fringe Benefits, Equipment, Contractual and Other to Personnel, Travel and Construction.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

IV. INFORMATION ITEMS:

A. Workforce Violence Prevention Plan (SB 553)

Mr. Richardson informed us that the state of California has recently passed Senate Bill 553, which requires the development of a Workplace Violence Prevention Plan (WVPP) to be integrated into the existing Injury and Illness Prevention Program. This plan will be monitored by CalOSHA. The WVPP will come into effect on July 1, 2024. SETA has been collaborating with the agency's insurance broker, Gallagher, to create the WVPP by the required start date.

B. Report on American Express Corporate Account Rewards Points Program as of December 31, 2023: No questions

C. Fiscal Monitoring Reports: No questions

D. Employer Success Stories and Activity Report: No questions

E. Dislocated Worker Update:

Mr. Walker reported that this week, SETA completed orientations with individuals affected by the closure of 99 Cents stores and assisted with their transition to other employment. Additionally, Mr. Walker advised that WellSpace Health is laying off 135 employees at different locations. SETA continues its efforts to establish contact with the company and provide assistance.

F. Unemployment Update/Press Release from the Employment Development Department: No questions

G. Head Start Reports: No questions

V. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado provided the following updates:

- SETA's strategic planning consultants from Dalberg will provide the strategic planning updates at the Board's meeting in August.
- SETA is planning an annual All Staff meeting on August 9, 2024. More information will be provided at the next meeting.

C. Deputy Directors:

Ms. Griffith advised that SETA recently had a Risk Assessment Notification review as a result of reporting to the Office of Head Start on a couple of incidents that occurred. The report from the review indicated two areas of noncompliance identified that stem from a

supervision lapse at one of the Twin Rivers Unified School District sites. SETA has been working with the Office of Head Start to complete a corrective action plan due September 8th. Still, SETA plans to extend it to a 12-month process to ensure the issues were deeply addressed to ensure overall safety and supervision throughout the county. This includes developing a new delegate support team in the next program year.

Ms. Griffith stated SETA received notification that the 1.3M of General Child Care and Development (CCTR) funds planned for an additional 53 full-day Early Head Start slots needed in Sacramento County were being rescinded. The final budget will be released at the end of June—beginning of July. Head Start still obligates SETA to serve these slots due to wrapped funding.

Ms. Vang requested a follow-up on the transition should the funds be permanently rescinded.

Ms. Griffith also advised that the Assistant Superintendent of Sacramento City Unified School District (SCUSD) is currently inactive in this position and that the Interim Assistant Superintendent has been assigned. SETA scheduled multiple meetings with SCUSD leadership to ensure stabilization moving into the next program year. She encouraged the members of the Board to attend those meetings.

D. Counsel: No report

E. Members of the Board:

Mr. Guerra stated that the City of Sacramento will receive an award of \$850,000 from the US Small Business Administration for increasing the capacity of the childcare. He expressed his gratitude to SETA for its effort, as SETA made them eligible for that award.

F. Public: None

VI. ADJOURNMENT: The meeting adjourned at 11:05 a.m.

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

CONSENT ITEM III-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 05/21/2024 through 07/11/2024.

BACKGROUND:

Anita Maldonado, Executive Director, has reviewed the claims for the period 05/21/2024 through 07/11/2024, and all expenses appear to be appropriate.

CONSENT ITEM III-C

Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Documents Pertaining to the Agreement

Presenter: Pamela Moore/Megan Alford

RECOMMENDATION:

Ratify the submission of an application to the James Irvine Foundation for Public Workforce Capacity funds, and authorize SETA's Executive Director to sign the agreement and any documents pertaining to the agreement.

BACKGROUND:

On June 3, 2024, the James Irvine Foundation announced a Request for Proposals for its Public Workforce Capacity Fund. This grant opportunity was directed to local workforce development boards (WDBs), in recognition of the central role WDBs play in advancing racial equity, providing holistic support, and promoting access to quality jobs within the workforce development field and in the communities they serve. The Foundation anticipates awarding up to 10 local WDBs in California through this process, with individual awards ranging from \$400,000 to \$500,000 over a two-year period. These funds are available to all WDBs in California. As SETA embarks on a comprehensive review and revision of its strategic plan, this funding opportunity aligns with the Agency's strategic planning goals.

Due to the short turn-around time, SETA staff submitted a proposal requesting \$500,000 to focus on aligning and integrating programs/services/funding sources. The goal is to implement an Agency-wide, holistic approach that offers the full range of SETA services to all family members who are served across SETA programs. Central to the implementation of this approach is the development of an advisory group comprised of representatives of SETA's subsidiary boards – Workforce Development Board (WDB) and WDB Youth Committee, Policy Council/Parent Advisory Committee, and Community Action Board, as well as key community representatives and staff from across all SETA Departments – Workforce Development, Children and Family Services, Fiscal, Human Resources, Information Technology, and Executive.

CONSENT ITEM III-D

Approval to Modify Cooperative Personnel Services' Vendor Services Contract

Presenter: Lorena Correa

RECOMMENDATION:

Approve the attached recommendation to modify the Cooperative Personnel Services (CPS) Vendor Services (VS) contract.

BACKGROUND:

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

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

CPS is an existing vendor under SETA's VS List. In June, 2024, CPS submitted an application to increase its fees, which have not been increased since the commencement of their contract in 2010. A SETA evaluation team reviewed the application and determined that CPS's request is justified and that the new proposed fees are reasonable in cost.

Staff is seeking approval of the attached recommendations.

Vendor Services (VS) List

Staff Recommendation

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

Applicant's Background:

Established in 1985 as a self-supporting public agency, CPS provides a full range of integrated HR Solutions to federal, state, and local governments, public safety, special districts, and non-profit organizations. Professionally equipped with a wide range of human resources products and services, CPS is committed to supporting and developing strategic organizational leadership and human resource management in the public sector.

CPS provides Job Readiness/Pre-Employment Skills Training and Career Exploration Services that support and enhance SETA's Workforce Development Department services. It also provides In-Service Training that supports SETA's Workforce Development and Children and Family Services Departments. Approval of the proposed rate increase will ensure that CPS will have the ability to continue providing these valuable services.

Job Readiness*

Workshop Title	Length	Class Size	Cost Per Session: LVT**	Cost Per Session: Onsite
Effective Resume Writing	½ day	10 – 30	\$1,800	\$2,200
	1-Day	10 – 30	\$3,300	\$3,600
Interviewing Skills	½ day	10 – 30	\$1,800	\$2,200
	1-Day	10 – 30	\$3,300	\$3,600

NOTE: The maximum class size for all classes is 30 attendees. For classes exceeding the maximum number of attendees, there will be a per-person cost for each attendee over 30.

4-hour (1/2 day) class: \$100/person

1-day class: \$150/person

Career Exploration*

Workshop Title	Length	Class Size	Cost Per Session: LVT**	Cost Per Session: Onsite
How to Get a State Job	2-hours	10 – 30	\$1,125	N/A
Coping with Change	½ day	10 – 30	\$1,800	\$2,200
	1-Day	10 – 30	\$3,300	\$3,600

NOTE: The maximum class size for all classes is 30 attendees. For classes exceeding the maximum number of attendees, there will be a per-person cost for each attendee over 30.

2-hour class: \$75/person

4-hour (1/2 day) class: \$100/person

CONSENT ITEM III-D (continued)

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In-Service Training*

Workshop Title	Length	Class Size	Cost Per Session: LVT**	Cost Per Session: Onsite
Cultural Intelligence Series Workshops	2-hours	10 – 30	\$1,125	N/A
Violence Prevention in the Workplace	2-hours	10 – 30	\$1,125	\$1,200
Conflict Resolution	1-day	10 – 30	\$3,300	\$3,600
Change Management	1-day	10 – 30	\$3,300	\$3,600
Building High-Performance Teams	1-day	10 – 30	\$3,300	\$3,600
Leading Effectively	1-day	10 – 30	\$3,300	\$3,600
Fundamentals of HR	1-day	10 – 30	\$3,300	\$3,600
Job Analysis	1-day	10 – 30	\$3,300	\$3,600
Classification and Compensation	2-days	10 – 30	\$6,000	\$7,000
Exam Development and Administration	2-days	10 – 30	\$6,000	\$7,000
Recruitment and Selection	1-day	10 – 30	\$3,300	\$3,600
Employee Relations	1-day	10 – 30	\$3,300	\$3,600
Grammar	1-day	10 – 30	\$3,300	\$3,600
Plain Language Writing	½ day	10 – 30	\$1,800	\$2,200
	1-day	10 – 30	\$3,300	\$3,600
Writing Letters, Memos and Email	1-day	10 – 30	\$3,300	\$3,600
Writing Skills for Analysts	1-day	10 – 30	\$3,300	\$3,600

NOTE: The maximum class size for all classes is 30 attendees. For classes exceeding the maximum number of attendees, there will be a per-person cost for each attendee over 30.

2-hour class: \$75/person

4-hour (1/2 day) class: \$100/person

1-day class: \$150/person

2-day class: \$300/person

*All services provided are subject to prior approval by SETA management.

**LVT – Live, virtual instructor-led training on Zoom or MS Teams

CONSENT ITEM III-E

Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement

Presenter: Roy Kim

RECOMMENDATION:

Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for \$911,743, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Required Partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Career and Training Services to CalWORKs customers.

SETA has received the final agreement from DHA that will continue the One-Stop Share of Cost contract for an amount of \$911,747 for PY2024-2025. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center System.

The agreement has been sent under separate cover.

CONSENT ITEM III-F
Appointment of Member to the Community Action Board

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Appoint a new representative of Child Action to represent the Private Sector on the SETA Community Action Board.

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tripartite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low-Income Sector

There is currently one vacancy in the Private Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

One application for Private Sector membership is being provided under separate cover for Child Action.

ACTION ITEM IV-A-1

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

Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025

Presenter: Mario Maslac

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025.

BACKGROUND:

In June 2024, the Board took action to approve the Recommended Budget for Fiscal Year 2024-2025 and directed that notice of a Public Hearing be posted and published to commence on August 1, 2024 at 10:00 a.m. or as soon thereafter as practicable for purposes of considering and approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025. Staff has posted and caused to be published notice of this Public Hearing as directed by the Board.

The Final Budget for the Fiscal Year 2024-2025 will be sent under separate cover. Staff will be available to answer questions. The approved Final Budget will also be submitted to the County and City for approval.

RESOLUTION NO.: 2024-03

**APPROVAL OF FISCAL YEAR 2024-2025 SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY (SETA) BUDGET**

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2024-2025 Fiscal Year were prepared and filed, the Recommended Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2024 and ending June 30, 2025, and

WHEREAS, the Governing Board has made such revisions of, deductions from and increases or additions to the Recommended Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board prior to the conclusion of said hearings on August 1, 2024, and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the fiscal year commencing July 1, 2024, and

NOW, THEREFORE, IT IS HEREBY RESOLVED, in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), that the Final Budget for the Fiscal Year 2024-2025 be and is hereby adopted in accordance with the following:

(1)	Salaries and employees benefits	\$ 59,270,349
(2)	Services and Supplies	17,756,012
(3)	Other charges	62,542,388
(4)	Fixed Assets	
	(A) Land	0
	(B) Structures and Improvements	1,335,734
	(C) Equipment	957,161
(5)	Expenditure transfers	0
(6)	Contingencies	0
(7)	Provision for reserve increases	0
	TOTAL BUDGET REQUIREMENTS	<u>\$ 141,861,644</u>

BE IT FURTHER RESOLVED that the means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

BE IT FURTHER RESOLVED that the Final Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

ATTACHMENTS:

Financing Requirements Summary Schedule
Fixed Asset Schedule
Expenditure Detail Schedule
Revenue Detail Schedule

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by _____, seconded by _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this first day of August, 2024 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ACTION ITEM IV-A-2

A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit

Presenter: D'et Saurbourne

RECOMMENDATION:

Approve the Resolution and the negotiated salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on May 10, May 16, May 30, and June 14, 2024 regarding the application of the Federal Cost Of Living Adjustment (COLA) for Head Start and the implementation of the same benefit to all represented employees. A tentative agreement was reached on June 14, 2024 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that "The parties agree that the Union may request to reopen the Agreement to negotiate increases if the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution."

Specifically, consistent with the Memoranda of Understanding the parties have agreed that the Agency shall increase salary and benefits as follows:

- A. Effective August 1, 2024, the salary schedule for all represented classifications shall increase by four percent (4%); and
- B. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

The fiscal impact for represented staff is anticipated to be approximately \$1,724,000 for Children and Family Services and \$323,000 for Workforce Development for a total estimated annual agency cost of \$2,047,000. The increased costs will be paid for by utilizing funds received from ACF for COLA and identified cost savings across the agency.

This action is contingent on the ratification process which took place on July 15 and July 16, 2024.

The Head Start Policy Council approved this item at its July 23, 2024 meeting.

RESOLUTION NO.: 2024-01

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

August 1, 2024

**A RESOLUTION ADOPTING THE TENTATIVE AGREEMENT FOR EMPLOYEES
REPRESENTED BY THE AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, LOCAL 146
DATED JUNE 14, 2024**

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

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

WHEREAS, these parties have reached agreement on salary increases of four percent (4%), effective August 1, 2024, as reflected by the written letter of understanding entered into by them on June 14, 2024; and,

WHEREAS, these parties have also reached agreement on an increase of seventy-five dollars (\$75.00) to the Agency health insurance contribution for employee only, and fifty (\$50.00) for family coverage, to be effective Pay Period 19, and;

WHEREAS, this Board finds that the provisions and agreements contained in the letter of understanding are fair and proper and in the best interests of the Sacramento Employment and Training Agency; as reflected by the written letter of understanding entered into by them,

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

Mai Vang, Chair

ATTEST:

Anzhelika Simonenkova
Clerk of the Boards

ACTION ITEM IV-A-3

Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Presenter: D'et Saurbourne

RECOMMENDATION:

Approve the Personnel Resolution covering unrepresented employees providing for salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

BACKGROUND:

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

- C. Effective August 1, 2024, the salary schedule for all unrepresented classifications shall increase by four percent (4%); and
- D. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

The Broadbanding Pay for Performance Procedures will be utilized for exempt management in accordance with the Broadbanding Pay and Performance Management manual: Guidelines, Policies, and Procedures, as adopted by the SETA Governing Board in October 1998.

The fiscal impact for unrepresented staff is anticipated to be approximately \$186,000 for Children and Family Services and \$35,000 for Workforce Development for a total estimated annual agency cost of \$221,000. The increased costs will be paid for by utilizing funds received from ACF for COLA and identified cost savings across the agency.

The Head Start Policy Council approved this item at its July 23, 2024 meeting.

RESOLUTION NO.: 2024-02

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

August 1, 2024

**A RESOLUTION ADOPTING THE PERSONNEL RESOLUTION COVERING
UNREPRESENTED EMPLOYEES
DATED AUGUST 1, 2024**

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

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

WHEREAS, the Executive Director has reviewed such terms and conditions and is making these recommendations to ensure equity and parity within the Agency; and,

WHEREAS, salary increases for unrepresented employees will increase four percent (4%), effective August 1, 2024; and,

WHEREAS, Agency medical contributions shall increase seventy-five dollars (\$75.00) for employee only coverage, and fifty dollars (\$50.00) for family coverage, to be effective Pay Period 19, and;

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

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

Mai Vang, Chair

ATTEST:

Anzhelika Simonenkova
Clerk of the Boards

ACTION ITEM IV-B-1

Agree with the Sacramento Works, Inc. Board to Approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2024-2025, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD)

Presenter: Michelle O’Camb

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the transfer of up to 100 percent, or \$3,500,291, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2024-2025, and authorize staff to submit a request to transfer the funds to the State of California, EDD.

BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2024-25. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, eligible dislocated workers are served under SETA’s adult funding stream. By alleviating staff and service providers of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the Dislocated Worker funding stream, more effort can be focused on education, training, and job development services.

Consistent with the State of California, Employment Development Department’s (EDD) Workforce Services Directive WSD22-09, Transfer of Funds – Adult/Dislocated Worker Programs, issued on January 30, 2023, staff is recommending that the Board authorize the transfer of up to 100 percent of SETA’s total WIOA Dislocated Worker formula allocation to the Adult program for PY 2024-25.

SETA’s WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2024-25 are:

Adult -	\$4,038,419
Dislocated Worker -	<u>\$3,500,291</u>
	\$7,538,710

The amount of Dislocated Worker funds to be transferred to the Adult allocation is anticipated to be up to \$3,500,291. The Sacramento Works, Inc. Board approved this item at its July 24, 2024 meeting. Before facilitating the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

ACTION ITEM IV-C-1**Approval to Accept and Allocate Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025**

Presenter: Karen Griffith

RECOMMENDATION:

Approve the acceptance and allocation of the Cost-of-Living Adjustment (COLA) in the amount of \$448,627 to Early Head Start and \$1,197,402 to Head Start to the base grant for Program Year 2024-2025.

BACKGROUND:

President Biden signed the Further Consolidated Appropriations Act, 2024 (P.L. 118-47), into law on March 23, 2024. The funding level for programs under the Head Start Act (the Act) provides all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.35% cost-of-living adjustment (COLA).

On April 24, 2024, the Office of Head Start/Administration for Children and Families (OHS/ACF) released a Program Instruction regarding this funding increase. The COLA supports an increase to the pay scale of Head Start and Early Head Start staff, including vacant positions. These funds are permanent increases effective at the start of the FY 2024 budget period and are retroactive if this period has already commenced.

SETA management and the union met and negotiated the use of funds (subject to membership ratification). Details can be found in the Budget Narrative attached.

Deputy Director Karen Griffith is available to answer questions.



Sacramento Employment and Training Agency
Budget Narrative – Early Head Start
Cost of Living Adjustment (COLA) – 09CH011763
 FY 2024-2025

<u>Grant</u>	<u>Funding Guidance</u>	<u>Conversion</u>	<u>Total</u>
Early Head Start COLA	\$403,397	\$45,230	\$448,627

COST OF LIVING ADJUSTMENT (COLA) \$448,627

HS-EHS Conversion

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

Countywide
 (Grantee, Delegates, and Partners)

	COLA	Conversion	Post Conversion
<u>Head Start</u> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<u>Early Head Start</u> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

Personnel (\$262,770)

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits (\$50,000)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

Contractual (\$135,857)

The 2.35 percent (2.35%) COLA will be applied to each EHS delegate agency's base grant, as follows:

River Oak Center for Children (ROCC)	\$16,696
Sacramento County Office of Education (SCOE)	\$19,019
Sacramento City Unified School District	\$7,256
San Juan Unified School District	\$66,745
Twin Rivers Unified School District	<u>\$26,141</u>
Total Delegate Agency/Partner COLA	\$135,857

Detailed budget and budget narratives for individual delegates are available upon request.

Non-Federal Share (\$112,159)

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified two primary sources of non-federal share to meet the required match. Sources and estimated amounts include:

<u>Delegate Required Non-Federal Share</u>	<u>\$33,966</u>
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Delegate Agency NFS sources are outlined in individual budget and budget narratives.

<u>Family Literacy Involvement Program (FLIP)</u>	<u>\$78,193</u>
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Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child.

SETA anticipates an additional 2,013.2080329 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).



Sacramento Employment and Training Agency
Budget Narrative – Head Start
Cost of Living Adjustment (COLA) – 09CH011763
 FY 2024-2025

<u>Grant</u>	<u>Funding Guidance</u>	<u>Conversion</u>	<u>Total</u>
Head Start COLA	\$1,242,632	(\$45,230)	\$1,197,402

COST OF LIVING ADJUSTMENT (COLA) \$1,197,402

HS-EHS Conversion

For Program Year 2024-25, SETA is requesting a HS-EHS conversion of seventy-four (74) Head Start enrollment slots to forty-two (42) Early Head Start enrollment slots to address two high priority needs in the community:

- 1) Expand infant/toddler services in Sacramento County

The conversion will expand Early Head Start services at the following existing centers: Spinelli (16 Slots), Bright Beginnings (16 Slots) and 16th Ave. (8 Slots). Also, San Juan Unified School District will also be operating 2 additional EHS Center based slots at Marvin Marshall.

The funding amount requesting to be converted is \$45,230 from the Head Start COLA budget to Early Head Start COLA. Funds will be used for Personnel and Fringe Benefits costs.

Countywide
 (Grantee, Delegates, and Partners)

	COLA	Conversion	Post Conversion
<u>Head Start</u> Current: 3,848 New: 3,448	\$1,242,632	(\$45,230)	\$1,197,402
<u>Early Head Start</u> Current: 935 New: 977	\$403,397	\$45,230	\$448,627

Personnel (\$583,106)

Cost-of-Living Adjustment (COLA) funds will be utilized to offset negotiated salary increases to all staff. The salary increases were negotiated by management and SETA's labor union (AFSCME). The rates will increase by 4%. Wage increases will be permanent and apply to all pay scale rates for current and future employees.

Fringe Benefits (\$100,000)

A portion of the COLA will be used to pay the increased fringe benefits costs associated with the salary increases. All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. In addition to the increased salaries as negotiated, COLA funds will also be used to increase the employer's contribution to health benefits from \$725 to \$800 for single coverage and from \$1,520 to \$1,570 for family coverage, representing a \$75 and \$50 increase respectively.

Contractual (\$514,296)

The 2.35 percent (2.35%) COLA will be applied to each delegate agency's base grant and is distributed as follows:

Elk Grove Unified School District	\$ 94,981
Sacramento City Unified School District	\$150,962
San Juan Unified School District	\$175,806
Twin Rivers Unified School District	\$ 58,606
Women's Civic Improvement Club	<u>\$ 33,941</u>
Total Delegate Agency COLA	\$514,296

Detailed budget and budget narratives for individual delegates are available upon request.

Non-Federal Share (\$299,354)

Non-federal share (NFS) was calculated using the new funding amounts after the HS-EHS conversion, which is still pending ACF approval. SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

Delegate Required Non-Federal Share *\$128,577*

Delegate Agency NFS sources are outlined in individual budget and budget narratives.

Family Literacy Involvement Program (FLIP) *\$170,777*

Children are provided an age-appropriate book and literacy activity once every other month for parents/guardians to read to their children and enhance the school readiness of their child.

SETA anticipates an additional 4,396.936148 hours per year. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$38.84/hour).

ACTION ITEM IV-C-2

Approval to Extend Janitorial Services Agreements and Authorize the Executive Director to Sign Each Agreement.

Presenter: Karen Griffith

RECOMMENDATION:

Approve the extension of the agreements ending on June 30, 2024, with Custom Hi Tech Maintenance, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

BACKGROUND:

On January 7, 2022, SETA released a Request for Proposals (RFP) to procure janitorial services for the Children and Family Services Department. The RFP solicited janitorial services for thirty-six (36) Early Learning Centers and one central kitchen. On April 7, 2022, the Governing Board authorized the Executive Director and staff to enter into negotiations with two janitorial service providers (RFP proposers) and execute signed contracts.

On July 1, 2022, SETA entered into contracts with two vendors to provide janitorial services for two years with the option of extending the agreement for three additional one-year terms. In accordance with the Exhibit E of the SETA Janitorial Contract, Section 3, Term of the Agreement, *"any increased cost for contracted services during any extension year will not exceed 5% or the Annual Consumer Price Index for the previous year, whichever is smaller."* The SETA fiscal staff have reviewed the Annual Consumer Price Index (CPI) for last year which was 3.3%. Each contract amount will be increased to reflect the CPI of 3.3%, effective July 1, 2024. The CPI will help cover the increased costs of minimum wage, supplies and other operating expenses.

Based on the janitorial services provided in the past year, staff is recommending the extension of three agreements for an additional year, effective July 1, 2024, through June 30, 2025, as follows:

Contractor	Amount
Custom Hi Tech Maintenance	\$269,529
New Generation Building Services	\$343,145
TOTAL	\$612,674

These totals include the CPI increase and reduced costs for the Head Start locations subtracted since the original contract (Kennedy Estates, Illa Collins).

Staff will be available to answer any questions.

INFORMATION ITEM V-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. Rejie Baloyos

DATE: June 3, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 600,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	ES	\$ 220,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	OJT	\$ 280,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	Add'l SS	\$ 158,700	10/1/23-9/30/24	10/1/23-12/31/23
RSS	HAU	\$ 520,075	10/1/23-9/30/24	10/1/23-12/31/23
WIOA	Adult	\$ 303,156	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Dislocated Worker	\$ 75,789	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Out-of-School Youth	\$ 161,946	7/1/23-6/30/24	7/1/23-12/31/23

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

Date of Review: March 19 and 20, 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	Yes	No
8	OJT – Contracts/ Files/ Payment	Yes	No
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: Asian Resources, Inc.

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Standard Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from October 1, 2023 to December 31, 2023, as well as the Workforce Innovation and Opportunity (WIOA) programs of Adult, Dislocated Worker and Out of School Youth (OSY). 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff

DATE: June 3, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On site Fiscal Monitoring of Bach Viet Association, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 1,500,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	ES	\$ 700,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	OJT	\$ 950,000	10/1/23-9/30/24	10/1/23-12/31/23
RSS	Add'l SS	\$ 263,564	10/1/23-9/30/24	10/1/23-12/31/23
RSS	HAU	\$ 1,092,890	10/1/23-9/30/24	10/1/23-12/31/23

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

Date of Review: March 11 and 12, 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	Yes	No
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: Bach Viet Association, Inc.

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Stand Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from October 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Gina Wandell

DATE: June 18, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Elk Grove Unified School District-Adult Ed

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	ELL 22-23	\$ 334,950	10/1/22-9/30/23	1/1/23-9/30/23
RSS	ELL Add SS 22-23	\$ 48,300	10/1/22-9/30/23	1/1/23-9/30/23
RSS	ELL 23-24	\$ 340,108	10/1/23-9/30/24	10/1/23-12/31/23
RSS	ELL Add SS 23-24	\$ 23,720	10/1/23-9/30/24	10/1/23-12/31/23
RSS	HAU	\$ 168,475	8/3/23-9/30/24	8/3/23-12/31/23

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

Date of Review: May 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: Elk Grove Unified School District – Adult Ed

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of English Language Learner (ELL) and ELL Additional Support Services (Add'l SS) for PY 2022-2023 as well as ELL and Add'l SS for PY 2023-2024 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Michael Gulden

DATE: June 4, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Elk Grove Unified School District-Head Start

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 4,409,205	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	TTA	\$ 15,685	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	ARP	\$ 526,460	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	CRRSA	\$ 134,530	8/1/23-7/31/24	8/1/23-1/31/24

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

Date of Review: May 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	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	Yes	No
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

We have reviewed the Head Start programs of Basic, Technical Training Assistance (TTA), American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) from August 1, 2023 to January 31, 2024. 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Gulshan Yusufzai

DATE: July 2, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of MAS-SSF

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	ASOR	\$ 250,000	7/1/23 – 9/30/24	7/1/23 – 12/31/23

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

Date of Review: 2/14/24

	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: Muslim American Society – Social Services Foundation

Findings and General Observations:

The total costs as reported to SETA for the RSS program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order.

1) A review of 990 returns showed MAS-SSF's parent organization Muslim American Society of Sacramento Region is out of compliance on their annual filings. For reference, MAS of Sacramento Region's 990 for tax year 2021 was due May 15th, 2022.

Recommendations for Corrective Action:

1) MAS-SSF will provide SETA with a corrective action plan which details how MAS-SSF plans to come back into compliance on their 990 returns and files them to current.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Shing Long

DATE: June 10, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of My Sister's House

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 43,959	1/1/2023-12/31/2023	9/1/2023-12/31/2023

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

Date of Review: June 5, 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: My Sister's House

Findings and General Observations:

We have reviewed the Community Service Block Grant (CSBG) Safety Net program from September 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Jennifer Poff

DATE: June 3, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of North State Building Industry Foundation

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$ 352,316	7/1/23-6/30/24	7/1/23-12/31/23

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

Date of Review: May 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: North State Building Industry Foundation

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act (WIOA) program, Out-of-School Youth (OSY) 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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Yvonne Wright

DATE: July 19, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 6,423,905	8/1/23 – 7/31/24	8/1/23 – 1/3/24
Head Start	T & TA	\$ 31,200	8/1/23 – 7/31/24	8/1/23 – 1/3/24
Head Start	ARP	\$ 880,624	4/1/21 – 3/31/24	8/1/23 – 1/3/24
Head Start	CRRSA	\$ 225,032	4/1/21 – 3/31/24	8/1/23 – 1/3/24
Early HS	Basic	\$ 308,790	8/1/23 – 7/31/24	8/1/23 – 1/3/24
Early HS	T & TA	\$ 7,500	8/1/23 – 7/31/24	8/1/23 – 1/3/24

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

Date of Review: 4/9 & 4/10/24

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	No	Yes
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: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order with the exceptions noted below:

- 1) During a review of disbursements, a mileage claim submitted by an employee showed reimbursed trips from September 2022, October 2022, April 2023 and May 2023. These costs were incorrectly charged to the current year and are unallowable. The total cost of these claims was \$109.45
- 2) A reimbursement was made to an employee for a field trip purchased on May 22, 2023. Per the payment snapshot and general ledger, half of the expense was charged to Head Start Basic and the other to State funding. The total cost of this unallowable reimbursement charged to Head Start was \$150.00.
- 3) Finally, a tip was left on a food delivery order. According to 45 CFR 75.404(a), determination of reasonableness of a cost includes, "whether the cost is of a type generally recognized as...necessary for the operation of the non-Federal entity..." The delivery would have been made with or without a tip, thus the tip was not necessary. The amount of the tip totaled \$5.00.

Recommendations for Corrective Action:

- 1) SCUSD has reimbursed SETA \$264.45 via check or by crediting the amount against future costs on its next monthly invoice.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Lisa Teal

DATE: April 18, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of San Juan Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 11,801,413.00	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	TTA	\$ 51,758.00	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	ARP	\$ 1,249,126.00	4/1/21-1/31/24	8/1/23-1/31/24
Head Start	Early HS	\$ 2,173,707.00	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	EHS TTA	\$ 73,638.00	8/1/23-7/31/24	8/1/23-1/31/24

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

Date of Review: April 2 & 3, 2024; 4/9

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	N/A	N/A
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	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	Yes	No
12	Equipment Records	N/A	N/A

Program Operator: San Juan Unified School District

Findings and General Observations:

We have reviewed the Head Start Basic and Early Head Start programs from August 1, 2023 to January 31, 2024. 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: Anita Maldonado
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Leo McFarland

DATE: July 2, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Volunteers of America NCNN

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	SN	\$ 27,870	1/1/23 – 12/31/23	1/1/23 – 12/31/23

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

Date of Review: 4/16/24

	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	Yes	No
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: Volunteers of America NCNN

Findings and General Observations:

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

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Edenausegboye Davis

DATE: June 3, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On site Fiscal Monitoring of Women's Civic Improvement Club

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 1,460,345	8/1/23-7/31/24	8/1/23-1/31/24
Head Start	TTA	\$ 11,700	8/1/23-7/31/24	8/1/23-1/31/24

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

Date of Review: April 30, 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: Women's Civic Improvement Club

Findings and General Observations:

We have reviewed the Head Start programs of Basic and Training and Technical Assistance (TTA) from August 1, 2023 to January 31, 2024. 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Mark Dandeneau

DATE: July 2, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 84,000	1/1/23 – 12/31/23	1/1/23 – 12/31/23

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

Date of Review: 4/30/24

	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: World Relief Corporation - Sacramento

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grant have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Dr. Lenore Tate

DATE: July 2, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Wraparound Enterprises

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	YSS	\$ 50,000	8/1/23 – 12/31/23	11/1/23 – 12/31/23

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

Date of Review: March 13, 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	No	Yes
2	Internal Control	No	Yes
3	Bank Reconciliations	Yes	No
4	Disbursement Control	No	Yes
5	Staff Payroll/ Files	No	Yes
6	Fringe Benefits	N/A	N/A
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: Wraparound Enterprises, Inc.

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grant Act have been traced to the delegate agency records. The records were verified and appear to be in order with the exceptions noted below:

- 1) During this review, Wraparound was unable to produce supporting documentation for expenses claimed on their December invoice. The total amount of unallowable costs that will be deducted from Wraparound's reimbursement for this finding is \$4,475. This amount includes \$975 for a camera and online subscription that could not be tied to benefiting the program. Additionally, \$3,500 was charged to the direct participant line item but it was found that there was not adequate documentation to support the cost, therefore it is unallowable.
- 2) Documentation that was provided for support services claimed on the November invoice are insufficient to confirm participants received any direct employment supports. A number of irregularities were found with participant lists from both Wraparound and the agency that Wraparound contracted to provide training. In addition, per the subgrant agreement between SETA and Wraparound, "No performance of any of DELEGATE's obligations under the DELEGATE AGREEMENT may be transferred by subcontract, assignment, delegation, or novation without the prior express written consent of SETA." The total amount of unallowable costs is \$4,025.
- 3) Finally, a review of timesheets provided to Wraparound by their contractors showed a deficiency of hours net of in-kind hours to cover claimed personnel expenses. These hours translate to \$1,630 of personnel costs that cannot be reimbursed as they are explicitly stated as in-kind on the invoices provided.

Recommendations for Corrective Action:

- 1) Wraparound's November and December invoices were held for payment while a final monitoring review was conducted. The total of the disallowed costs in Findings 1 & 2 above will be deducted from the unpaid invoices.
- 2) SETA will deduct a total of \$1,630 from Wraparound's final reimbursement due to the deficiencies noted in Finding 3, or Wraparound can provide SETA with proper documentation to support claimed costs. Final payment will be dispersed after the 45-day time frame or if Wraparound sends SETA a narrative agreeing to the findings.

CC: Anita Maldonado
Governing Board

INFORMATION ITEM V-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 July 19, 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			
City of Elk Grove	9	Deputy City Attorney I-II/Senior Deputy City Attorney	1
City of Sacramento	9	Administrative Analyst -Cannabis Policy and Enforcement	1
	9	Animal Care Technician	1
	9	Development Project Manager	1
	7	Dispatcher I	1
	9	Dispatcher II	1
	9	Equal Employment Manager	1
	9	Events Associate	1
	9	Labor Relations Analyst	1
	9	Police Officer	1
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Program Specialist	1
	9	Senior Applications Developer Enterprise Applications	1
	9	Senior Code Enforcement Officer	1
	9	Senior Staff Assistant	1
County of Sacramento	4	Accounting Technician	1
	9	Airport Manager	1
	9	Chief Financial and Administrative Officer	1
	3	Construction Management Supervisor	1
	9	Coroner Technician Level I/II	1
	9	County Executive Office Management Analyst III	1
	9	Estate Inventory Specialist	1
	9	Facilities Manager	1
	9	Family Service Supervisor	1
	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Human Services Division Manager Range A/B	1
	4	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Pharmacist	1
	9	Process Server	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Election Assistant	1
	3	Supervising Building Inspector	1

SETA- Employer Activity Report

The following is an update of information as of July 19, 2024

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Accountant	1
	4	Chemistry Assistant Professor	1
	4	Computer Information Science Assistant Professor	1
	4	Custodian	1
	4	Director (X) for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Fashion Adjunct Assistant Professor	1
	4	Financial Aid Technician	2
	4	Information Technology Technician II - Help Desk	1
	4	Mathematics Adjunct Assistant Professor Pool	1
	4	Nursing Assistant Professor - Medical Surgical Focus	1
	4	Nursing Assistant Professor - Psychology - Mental Health	1
	4	Psychology Assistant Professor	1
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
Total			62

INFORMATION ITEM V-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 2024/2025

The following is an update of information as of July 15, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Off Duty Seivics 6600 Bruceville Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
Agilent Technologies, Inc. 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
Construction Innovations 10630 Mather Blvs. Suite 200 Mather, CA 95655	Construcion	8/20/2024	Permanent	165	Sacramento, CA	Yes	Yes
Coach USA 7701 Wilbur Way Sacramento, CA 95828	Transportation	9/3/2024	Permanent	59	Sacramento, CA	Yes	Yes
				302			

INFORMATION ITEM V-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 June was 4.7%.

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 50th 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)**

Construction leads month-over job growth

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.7 percent in June 2024, up from a revised 3.9 percent in May 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.3 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.2 percent in Placer County, 4.8 percent in Sacramento County, and 5.2 percent in Yolo County.

Between May 2024 and June 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 5,000 to total 1,113,600 jobs.

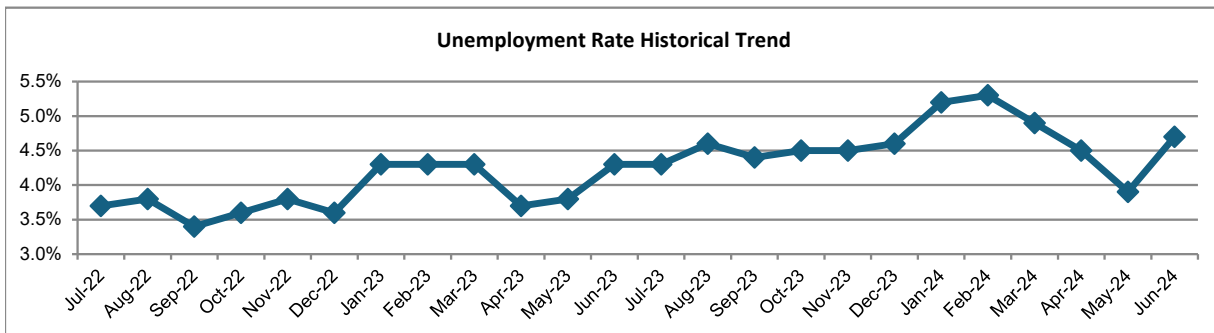
- Construction payrolls continued to trend up in June with the addition of 1,400 jobs. Specialty trade contractors (up 1,000 jobs) was responsible for most of the growth. Construction of buildings picked up 200 jobs.
- Over the month, leisure and hospitality rose by 1,100 jobs. Industry gains were almost split between accommodation and food services (up 600 jobs) and arts, entertainment, and recreation (up 500 jobs).
- In June, private education and health services (up 1,000 jobs) hit a record high to total 204,500 jobs in the region. Healthcare and social assistance was responsible for the growth with the addition of 1,900 jobs. Meanwhile, private educational services experienced a seasonal decline of 900 jobs.
- On the contrary, professional and business services (down 700 jobs) was the only major industry to report a month-over decline. Within the industry, losses in administrative and support and waste services (down 1,200 jobs) were partially offset by gains in professional, scientific, and technical services (up 300 jobs) and management of companies and enterprises (up 200 jobs).

Between June 2023 and June 2024, total jobs in the region increased by 26,100 or 2.4 percent.

- Private education and health services continued to lead the region in year-over gains with an increase of 17,200 jobs. Healthcare and social assistance (up 16,800 jobs) contributed to most of the growth while private educational services picked up 400 jobs.
- Government employment expanded by 7,700 jobs when compared to last June. State government (up 4,200 jobs) and local government (up 3,400 jobs) were primarily responsible for the expansion. Federal government (up 100 jobs) showed little change.
- Over the year, employment in construction increased by 2,200 jobs. Within the industry, gains were reported in specialty trade contractors (up 2,900 jobs) and construction of buildings (up 200 jobs).
- On the downside, five industries reported year-over declines: leisure and hospitality (down 1,300 jobs), information (down 1,100 jobs), trade, transportation and utilities (down 800 jobs), manufacturing (down 400 jobs), and farm (down 100 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 4.7 percent in June 2024, up from a revised 3.9 percent in May 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.3 percent for California and 4.3 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.2 percent in Placer County, 4.8 percent in Sacramento County, and 5.2 percent in Yolo County.



Industry	May-2024	Jun-2024	Change		Jun-2023	Jun-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,108,600	1,113,600	5,000		1,087,500	1,113,600	26,100
Total Farm	9,500	9,800	300		9,900	9,800	(100)
Total Nonfarm	1,099,100	1,103,800	4,700		1,077,600	1,103,800	26,200
Mining, Logging, and Construction	77,200	78,600	1,400		76,300	78,600	2,300
Mining and Logging	600	600	0		500	600	100
Construction	76,600	78,000	1,400		75,800	78,000	2,200
Manufacturing	39,700	39,900	200		40,300	39,900	(400)
Trade, Transportation, and Utilities	166,100	167,000	900		167,800	167,000	(800)
Information	8,900	9,000	100		10,100	9,000	(1,100)
Financial Activities	48,600	48,900	300		48,700	48,900	200
Professional and Business Services	137,000	136,300	(700)		134,200	136,300	2,100
Private Education and Health Services	203,500	204,500	1,000		187,300	204,500	17,200
Leisure and Hospitality	111,700	112,800	1,100		114,100	112,800	(1,300)
Other Services	38,800	38,900	100		38,600	38,900	300
Government	267,600	267,900	300		260,200	267,900	7,700

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

Labor force data are revised month to month. Additional data are available on line at www.labormarketinfo.edd.ca.gov.

July 19, 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

	Jun 23	Apr 24	May 24 Revised	Jun 24 Prelim	Percent Month	Change Year
Civilian Labor Force (1)	1,120,600	1,134,900	1,129,600	1,132,200	0.2%	1.0%
Civilian Employment	1,072,600	1,084,000	1,085,600	1,079,100	-0.6%	0.6%
Civilian Unemployment	48,000	50,900	44,000	53,100	20.7%	10.6%
Civilian Unemployment Rate	4.3%	4.5%	3.9%	4.7%		
(CA Unemployment Rate)	4.7%	4.9%	4.6%	5.3%		
(U.S. Unemployment Rate)	3.8%	3.5%	3.7%	4.3%		

Total, All Industries (2)	1,087,500	1,102,900	1,108,600	1,113,600	0.5%	2.4%
Total Farm	9,900	9,000	9,500	9,800	3.2%	-1.0%
Total Nonfarm	1,077,600	1,093,900	1,099,100	1,103,800	0.4%	2.4%
Total Private	817,400	828,600	831,500	835,900	0.5%	2.3%
Goods Producing	116,600	115,900	116,900	118,500	1.4%	1.6%
Mining, Logging, and Construction	76,300	76,200	77,200	78,600	1.8%	3.0%
Mining and Logging	500	600	600	600	0.0%	20.0%
Construction	75,800	75,600	76,600	78,000	1.8%	2.9%
Construction of Buildings	15,100	14,900	15,100	15,300	1.3%	1.3%
Specialty Trade Contractors	52,500	53,500	54,400	55,400	1.8%	5.5%
Foundation, Structure, and Building Exterior C	13,900	14,100	14,500	14,700	1.4%	5.8%
Building Equipment Contractors	22,500	22,600	22,900	23,300	1.7%	3.6%
Building Finishing Contractors	10,500	11,600	11,700	11,900	1.7%	13.3%
Manufacturing	40,300	39,700	39,700	39,900	0.5%	-1.0%
Durable Goods	25,700	25,000	24,900	25,000	0.4%	-2.7%
Computer and Electronic Product Manufacturin	4,300	4,200	4,200	4,200	0.0%	-2.3%
Non-Durable Goods	14,600	14,700	14,800	14,900	0.7%	2.1%
Food Manufacturing	5,600	6,000	6,100	6,100	0.0%	8.9%
Service-Providing	961,000	978,000	982,200	985,300	0.3%	2.5%
Private Service Providing	700,800	712,700	714,600	717,400	0.4%	2.4%
Trade, Transportation, and Utilities	167,800	165,600	166,100	167,000	0.5%	-0.5%
Wholesale Trade	28,500	28,600	28,800	29,000	0.7%	1.8%
Merchant Wholesalers, Durable Goods	16,500	16,500	16,500	16,700	1.2%	1.2%
Merchant Wholesalers, Nondurable Goods	10,600	10,500	10,500	10,600	1.0%	0.0%
Retail Trade	98,400	98,900	99,200	99,600	0.4%	1.2%
Motor Vehicle & Parts Dealer	14,800	15,000	15,100	15,100	0.0%	2.0%
Building Material and Garden Equipment and S	9,000	8,900	9,000	9,100	1.1%	1.1%
Grocery and Convenience Retailers	20,600	20,500	20,600	20,700	0.5%	0.5%
General Merchandise Retailers	19,900	20,300	20,300	20,500	1.0%	3.0%
Health and Personal Care Retailers	5,300	4,500	4,500	4,500	0.0%	-15.1%
Clothing, Clothing Accessories, Shoe, and Jew	6,400	6,400	6,400	6,500	1.6%	1.6%
Sporting Goods, Hobby, Musical Instrument, B	10,400	10,800	10,800	10,800	0.0%	3.8%
Transportation, Warehousing, and Utilities	40,900	38,100	38,100	38,400	0.8%	-6.1%
Information	10,100	9,000	8,900	9,000	1.1%	-10.9%
Publishing Industries	2,200	2,000	2,000	2,000	0.0%	-9.1%
Telecommunications	2,600	2,300	2,300	2,300	0.0%	-11.5%
Financial Activities	48,700	48,500	48,600	48,900	0.6%	0.4%
Finance and Insurance	30,300	29,900	29,900	30,000	0.3%	-1.0%
Credit Intermediation and Related Activities inc	8,400	8,000	8,000	8,000	0.0%	-4.8%
Depository Credit Intermediation including Mo	5,300	5,100	5,100	5,100	0.0%	-3.8%
Nondepository Credit Intermediation	1,700	1,600	1,600	1,600	0.0%	-5.9%
Insurance Carriers and Related Activities	18,800	18,900	18,900	19,000	0.5%	1.1%
Real Estate and Rental and Leasing	18,400	18,600	18,700	18,900	1.1%	2.7%
Real Estate	14,400	14,100	14,300	14,400	0.7%	0.0%
Professional and Business Services	134,200	135,800	137,000	136,300	-0.5%	1.6%
Professional, Scientific, and Technical Services	61,400	62,800	62,600	62,900	0.5%	2.4%
Architectural, Engineering, and Related Servi	10,800	11,000	11,100	11,300	1.8%	4.6%
Management of Companies and Enterprises	13,200	12,600	12,700	12,900	1.6%	-2.3%
Administrative and Support and Waste and Ren	59,600	60,400	61,700	60,500	-1.9%	1.5%
Administrative and Support Services	56,100	56,800	58,200	56,900	-2.2%	1.4%
Employment Services	17,000	16,700	17,100	16,400	-4.1%	-3.5%

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

Data Not Seasonally Adjusted

	Jun 23	Apr 24	May 24 Revised	Jun 24 Prelim	Percent Month	Change Year
Services to Buildings and Dwellings	19,000	18,800	19,500	19,300	-1.0%	1.6%
Private Education and Health Services	187,300	203,000	203,500	204,500	0.5%	9.2%
Private Educational Services	15,800	17,000	17,100	16,200	-5.3%	2.5%
Health Care and Social Assistance	171,500	186,000	186,400	188,300	1.0%	9.8%
Ambulatory Health Care Services	61,200	67,700	67,500	67,700	0.3%	10.6%
Hospitals	26,600	27,900	28,000	28,600	2.1%	7.5%
Nursing and Residential Care Facilities	18,400	20,200	20,300	20,800	2.5%	13.0%
Leisure and Hospitality	114,100	112,100	111,700	112,800	1.0%	-1.1%
Arts, Entertainment, and Recreation	20,000	20,700	20,400	20,900	2.5%	4.5%
Accommodation and Food Services	94,100	91,400	91,300	91,900	0.7%	-2.3%
Accommodation	9,400	9,500	9,300	9,700	4.3%	3.2%
Food Services and Drinking Places	84,700	81,900	82,000	82,200	0.2%	-3.0%
Restaurants and Other Eating Places	80,500	77,500	77,700	78,100	0.5%	-3.0%
Full-Service Restaurants	35,000	33,700	34,200	34,700	1.5%	-0.9%
Limited-Service Restaurants and Other Eating and Drinking Places	45,500	43,800	43,500	43,400	-0.2%	-4.6%
Other Services	38,600	38,700	38,800	38,900	0.3%	0.8%
Repair and Maintenance	11,500	11,700	11,800	11,900	0.8%	3.5%
Government	260,200	265,300	267,600	267,900	0.1%	3.0%
Federal Government	14,600	14,600	14,600	14,700	0.7%	0.7%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
Total State and Local Government	245,600	250,700	253,000	253,200	0.1%	3.1%
State Government	136,300	138,400	139,900	140,500	0.4%	3.1%
State Government Educational Services	29,500	29,700	30,300	30,200	-0.3%	2.4%
State Government Excluding Education	106,800	108,700	109,600	110,300	0.6%	3.3%
Local Government	109,300	112,300	113,100	112,700	-0.4%	3.1%
Local Government Educational Services	58,400	61,300	61,700	60,000	-2.8%	2.7%
Local Government excluding Educational Services	50,900	51,000	51,400	52,700	2.5%	3.5%
County Government	20,000	20,400	20,500	20,700	1.0%	3.5%
City Government	11,200	10,900	11,100	11,700	5.4%	4.5%
Special Districts plus Tribes	19,700	19,700	19,800	20,300	2.5%	3.0%

Notes:

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

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

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-530-1700 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
June 2024 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,290,600	18,265,300	1,025,300	5.3%
ALAMEDA	20	818,100	780,100	38,000	4.6%
ALPINE	49	500	460	40	7.4%
AMADOR	24	14,560	13,840	720	5.0%
BUTTE	40	91,400	86,000	5,400	5.9%
CALAVERAS	14	22,480	21,480	1,000	4.4%
COLUSA	57	10,900	9,640	1,260	11.6%
CONTRA COSTA	21	545,700	519,900	25,800	4.7%
DEL NORTE	36	9,110	8,600	520	5.7%
EL DORADO	14	93,900	89,800	4,100	4.4%
FRESNO	51	459,000	423,800	35,200	7.7%
GLENN	46	12,620	11,800	820	6.5%
HUMBOLDT	24	60,100	57,000	3,000	5.0%
IMPERIAL	58	73,100	61,000	12,000	16.4%
INYO	3	8,610	8,290	320	3.7%
KERN	54	393,900	358,800	35,200	8.9%
KINGS	53	58,300	53,400	4,900	8.4%
LAKE	36	28,130	26,530	1,590	5.7%
LASSEN	27	8,560	8,120	450	5.2%
LOS ANGELES	40	5,067,700	4,767,000	300,700	5.9%
MADERA	49	65,800	60,900	4,900	7.4%
MARIN	3	131,100	126,200	4,900	3.7%
MARIPOSA	17	8,060	7,700	360	4.5%
MENDOCINO	23	37,650	35,810	1,840	4.9%
MERCED	55	121,600	110,200	11,400	9.4%
MODOC	31	3,310	3,140	180	5.3%
MONO	6	8,770	8,430	340	3.9%
MONTEREY	36	227,400	214,400	13,000	5.7%
NAPA	5	73,200	70,400	2,800	3.8%
NEVADA	11	48,810	46,750	2,050	4.2%
ORANGE	7	1,576,300	1,512,700	63,600	4.0%
PLACER	11	195,300	187,100	8,200	4.2%
PLUMAS	36	7,730	7,290	440	5.7%
RIVERSIDE	34	1,151,800	1,089,900	61,800	5.4%
SACRAMENTO	22	732,800	697,700	35,100	4.8%
SAN BENITO	44	31,900	29,900	2,000	6.3%
SAN BERNARDINO	27	1,007,500	955,100	52,500	5.2%
SAN DIEGO	17	1,579,900	1,509,400	70,500	4.5%
SAN FRANCISCO	2	549,700	530,000	19,600	3.6%
SAN JOAQUIN	45	348,300	326,000	22,300	6.4%
SAN LUIS OBISPO	7	135,800	130,400	5,400	4.0%
SAN MATEO	1	435,300	420,100	15,200	3.5%
SANTA BARBARA	11	221,800	212,400	9,300	4.2%
SANTA CLARA	10	1,023,700	982,100	41,700	4.1%
SANTA CRUZ	35	133,400	125,900	7,500	5.6%
SHASTA	31	73,900	70,000	3,900	5.3%
SIERRA	14	1,420	1,360	60	4.4%
SISKIYOU	42	16,580	15,590	990	6.0%
SOLANO	26	203,400	193,000	10,400	5.1%
SONOMA	7	248,700	238,700	10,000	4.0%
STANISLAUS	48	246,400	229,000	17,400	7.1%
SUTTER	52	48,100	44,300	3,800	7.9%
TEHAMA	43	25,980	24,400	1,580	6.1%
TRINITY	27	4,790	4,540	250	5.2%
TULARE	56	214,200	192,900	21,300	10.0%
TUOLUMNE	31	20,120	19,060	1,060	5.3%
VENTURA	17	410,800	392,200	18,600	4.5%
YOLO	27	110,300	104,500	5,800	5.2%
YUBA	47	32,600	30,300	2,300	6.9%

Notes

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

2) Labor force data for all geographic areas now reflect the March 2023 benchmark and Census Vintage 2020 population controls at the state level.

INFORMATION ITEM V-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

*June, 2024

6/3/24-6/7/24 - Marina Vista was closed due to sewer line repairs.

6/4/24 - Grizzly Hollow had a field trip to Galt's Community Park we prepared 40 sack lunches.

6/4/24 - Nedra had a field trip to Shasta's Community Park we prepared 40 sack lunches.

6/7/24 - Hiram Johnson had a field trip to the Sacramento Zoo we prepared 32 sack lunches.

6/13/24 - Sharon Neese had a field trip on site Music Paul children ate the meal on the menu.

6/14/24 - Homebase EHS had a field trip at the Swanston Community Park we prepared 65 meals.

6/21/24 - Crossroad Gardens had a field trip to Fairytale Town we prepared 75 sack lunches.

6/21/24 - Homebase EHS had a field trip to Wacky Tacky we prepared 75 meals.

6/28/24 - Freeport had a field trip to the Sacramento Zoo we prepared 21 sack lunches.

6/28/24 - Homebase had a field trip to Oasis Park we prepared 100 meals.

6/28/24 - Job Corps had a field trip to the Sacramento Zoo we prepared 46 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
27,640	24,716	24,826	10

Total Amount of Meals and Snacks Prepared	77,751
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Purchases:

Food	\$93,920.98
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Non - Food	\$10,271.75
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Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair:	\$944.57
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Vehicle Gas / Fuel:	\$1,860.26
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

JUNE 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
SETA operated	1544	265	17%	699	195	28%
Twin Rivers USD	160	49	31%	56	4	7 %
Elk Grove USD	480	97	20%	NA		
Sac City USD	676	119	18%	16	*	0%
San Juan USD	888	93	10%	164	9	5%
WCIC	100	10	10%	NA		
COUNTY TOTAL	3848	633	16%	935	208	22%

AFE: Annual Funded Enrollment

**Correction made*

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
June 2024**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (06/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480 (148) ^e	142	0	96%	2% -
Sacramento City USD	676	606	24 (93%)	90%	1% -
San Juan USD	888	713	119 (93%)	80%	1% -
SETA	1,544 (1,480) ^e	1,427	0	96%	1% -
Twin Rivers USD	160	156	0	98%	0%
WCIC/Playmate	100	83	0	83%	0%
Total	3,848 (3,452)^e	3,127	143 (95%)	91%	1% -

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (06/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	132	12 (87%)	80%	4% -
SETA	699 (681) ^e	633	0	93%	2% -
Twin Rivers USD	56	35	8 (73%)	63%	5% -
SCUSD	16	2	8 (25%)	13%	13% +
Total	935 (917)^e	802	28 (90%)	87%	3% -

- (a) Includes children who have dropped during the month and whose slot will be filled within the 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%, the agency includes a corrective plan of action.
(d) Demonstrates difference in percentage of enrollment totals from previous month.
(e) Funded enrollment totals decrease due to closure of Traditional sites during summer months.

Reasons for Program Under Enrollment

Elk Grove USD

- As EGUSD finishes out the program year, we will continue working on enrollments for eligible families. This included following up on missing paperwork and identifying IEP students.
- In May, Full Day classrooms closed for the End of Program Year.

Sacramento City USD

- CB Wire is awaiting licensing for HS classroom- totaling 24 enrollment slots.
- The EHS program at Elder Creek officially opened on June 24, 2024, and currently has 2 children enrolled. We are working on the recruitment process to advertise and enroll more children into this program. Our goal is to have another 3 children enrolled in the infant program and 5 children in the toddler program by August 1, 2024.

San Juan USD

- Classroom(s) continue to be capped at across 10 classrooms due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 236 enrollment slots.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year, with many families leaving the country for the summer.
- San Juan Unified School District is increasing the number of Transitional Kindergarten sites throughout the district for the next school year—10 TK classrooms will be on sites with ECE Preschool Classrooms.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler).
- Traditional sites closed for summer months: Dudley, Grizzley EHS, Spinelli, Walnut Grove.

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 8 enrollment slots.
- Staff vacancies in the following positions: ECE Para Educators (6), Teachers (2).

WCIC/Playmate

- The WCIC/Playmate Head Start Programs are not operating at full capacity due to the presence of numerous competing childcare centers.
- Families are choosing alternative services, attracted by extended hours in transitional Kindergarten offerings. In response, program staff are actively engaged in recruitment efforts to achieve maximum enrollment.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Enrollment team continued to identify eligible children who were turning 3yrs old in our Parent Child Playgroup program.
- ChildPlus student profiles were filtered to identify siblings of students who would be turning 3 years old.

Sacramento City USD

- The Redesign Recruitment Team is working on recruit and advertise ideas for our summer programs. Since we are in summer and the other Wrap Programs are closed, we will discuss with the Recruitment Redesign

Team the dynamics on how we can best advertise for preschool and ensure that our website is updated with detailed information regarding our programs and have updated flyers and posters made.

- Following up with families who are on that site's wait list to inform them of classroom openings.

San Juan USD

- School Community Workers have increased recruitment efforts and provided flyers in the 95825; 95821; 95608 zip codes. Physical locations include private schools adjacent to classrooms; local markets and restaurants; and apartment complexes. Social media is also being used to spread awareness regarding district EHS & HS programs.
- A new digital form has been created for SCWs regarding recruitment internal reporting for more efficient data gathering, reporting and analysis.

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. The following positions were onboarded this month: 3 Associate Teacher, and 1 Lead Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Connecting our Communities SMUD Resource Fair, Mutual Assistance Network Juneteenth, Abundant Life Community Resource Fair, Network Café. From these recruitment events, 14 Interest Forms were completed with families inquiring about Head Start services.

Twin Rivers USD

- All 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 or locations: Robertson Juneteenth Event, Hagginwood Park Juneteenth Freedom Day Rejoice Event, Walmart on Watt Ave., TRUSD Food Distribution at High School.
- SETA provided contact information of families located in the zip code (95673, 95560, 95652) in efforts to support recruitment and enrollment.

WCIC/Playmate

- WCIC staff distributed recruitment flyers to Cosumnes River College, Vinai Wholesale, Wing Wa Supermarket, Long Chang Market and SF Supermarket.
- SETA provided contact information of families located in the zip code surrounding WCIC in efforts to support recruitment and enrollment.

REPORTS TO THE BOARD ITEM VI

A. Chair

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

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

B. Executive Director

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

C. Deputy Directors' Report

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

D. Counsel'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.