

AGENDA

**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

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, 83639984671# US (San Jose).

Meeting ID: 836 3998 4671

Passcode: 737762

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

Accommodations

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

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

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

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

Recognition of Long-term Employees:

- *Raquel (Kelly) Howard*, Dispatch Clerk (20 years)

I.	CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Negotiator: Dee Contreras Employee Organization: AFSCME Local 146	
II.	CONSENT ITEMS:	
	A. Approval of Minutes of the April 25, 2024 Special Board Meeting	1-19
	B. Approval of Claims and Warrants	20
III.	ACTION ITEMS:	
	A. General Administration	
	1. Timed Item 10:00 A.M. and Public Hearing Approval of Revisions to the Public Information Officer Job Specification (Bevan Richardson)	21-29
	2. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2024-2025 (Mario Maslac)	30-32
	3. Approval of Appointments to the Sacramento Works, Inc. Board (Roy Kim)	33-34
	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 I, Youth Program, Program Year 2024-2025 (Lauren Mechals)	35-39
	2. Agree with the Sacramento Works, Inc. Board to Approve the WIOA Resource Allocation Plan, Program Year 2024-2025 (Roy Kim)	40-43
	3. Approval of WIOA Title I, Adult/Dislocated Worker Funding Recommendations, Program Year 2024-2025 (Roy Kim)	44-47
	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 2024-25 (Michelle O'Camb)	48

C. Children And Family Services Department

- | | |
|--|-------|
| 1. Approval of Budget Modification and No-Cost Extension Request for the American Rescue Plan Act Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds (Karen Griffith) | 49-52 |
| 2. Approval of Budget Modification, No-Cost Extension Request, 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 (Karen Griffith) | 53-58 |

IV. INFORMATION ITEMS:

- | | |
|--|---------|
| A. Workforce Violence Prevention Plan (SB 553) (Bevan Richardson) | 59 |
| B. Report on American Express Corporate Account Rewards Points Program as of December 31, 2023 (Mario Maslac) | 60-61 |
| C. Fiscal Monitoring Reports (Mario Maslac) | 62-87 |
| <ul style="list-style-type: none"> • California Human Development Corporation • Elk Grove Unified School District • Greater Sacramento Urban League • Goodwill Industries of Sacramento Valley & Northern Nevada, Inc. • International Rescue Committee, Inc. • Lao Family Community Development, Inc. • Opening Doors, Inc. • Pivot Sacramento • Sacramento City Unified School District • Twin Rivers Unified School District • Women’s Empowerment | |
| D. Employer Success Stories and Activity Report (William Walker) | 88-99 |
| E. Dislocated Worker Update (William Walker) | 100-104 |
| F. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) | 105-111 |
| G. Head Start Reports (Karen Griffith) | 112-117 |

V. REPORTS TO THE BOARD:

118

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

VI. ADJOURNMENT

DISTRIBUTION DATE: Thursday, May 30, 2024

CONSENT ITEM II-A

Approval of Minutes of the April 25, 2024 Special 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 April 25, 2024 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

Thursday April 25, 2024 1:30 p.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 1:31 p.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent: None

I. CONSENT ITEMS:

- A. Approval of Minutes of the April 4, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approval of Minutes of the April 4, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

II. ACTION ITEMS:

A. General Administration/SETA

- 4. Approval of an Appointment to the Sacramento Works Board

Mr. Kim advised that this item seeks the Board's approval to appoint Ms. Anita Maldonado, the recently appointed Executive Director of SETA, to the Sacramento Works Board.

Moved/Guerra, second/Desmond, to approve the appointment of Ms. Maldonado to be an "Other" representative on the Sacramento Works Board.

Roll call vote:

Aye: 5 (Vang, Kennedy, Guerra, Scherman, Desmond)
Nay: 0
Abstention: 0
Absent: 0

B. Workforce Development Department

General/Discretionary:

1. Approval to Accept California Workforce Development Board, High Road Training Partnership Funds from the Sacramento County Office of Education, and Authorize the Executive Director to Execute the Agreement, Modification and Any Other Documents Required to Implement a Successful Program

Ms. Mechals introduced herself and reviewed the item. She advised that the Sacramento County Office of Education (SCOE) works closely with SETA to deliver workforce development training for youth and mental behavioral health. The application submitted by SCOE to the California Workforce Development Board for High Road Training Partnerships included \$65,598 for SETA to serve as the employment connection and recruitment partner for participants who are enrolled as interns in the School-Based Mental Health and Wellness Career Pipeline program. With the acceptance of these funds, 150 youth participants will go through the training and get assistance with future work placement in the mental and behavioral health field or other areas of their interest this summer.

Mr. Guerra requested a follow-up on Aggie Square High Road Training Partnerships funds in the job training center aspect of it.

Moved/Guerra, second/Scherman, to approve the acceptance of \$65,598 of CWDB-HRTP funds, and authorize the Executive Director to execute the agreement, modifications, and any other documents required to implement a successful program.

Roll call vote:

Aye: 5 (Vang, Kennedy, Guerra, Scherman, Desmond)
Nay: 0
Abstention: 0
Absent: 0

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No Items

C. Children And Family Services Department:

Ms. Griffith provided combined presentation for Items II-C-1-6. The presentation is attached to these minutes. She clarified the following in response to Board Members questions:

- All children in the program receive a social-emotional screening, which, in collaboration with parents, provides information if a follow-up service is needed.
- The reduction of class slots is based on an analysis of availability at nearby centers.
- The proposed changes do not incur any layoffs due to current vacancies and staff redistribution.

Mr. Desmond noted that SETA is able to release unfilled vacant position slots by making presented programmatic changes while continuing to provide service for families in need.

Moved/Desmond, second/Scherman, to approve the following action items:

1. Approval of Annual Self-Assessment for 2023-2024 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2024-2025 Head Start and Early Head Start Refunding Applications
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2024-2025
4. Approval of the 2024-2025 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
5. Approval of 2024-2025 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

III. INFORMATION ITEMS:

A. Employer Success Stories and Activity Report: No questions

B. Dislocated Worker Update:

In response to Mr. Guerra's question, Mr. Walker clarified that SETA has not received a WARN notice regarding the layoff of 35 employees at Blue Diamond Growers company. His department will contact Blue Diamond Growers company to see if employment assistance can be provided to those who are laid off.

The 99 Cents Only Store closed all but one of its locations. The WARN notice was issued on the day of the stores' closure. SETA was unable to contact laid-off individuals.

Mr. Walker provided an update on the Delta Dental layoffs. Since most of these employees work remotely, a virtual job fair is scheduled for May 3, 2024. SETA's rapid response was very successful, as 80% of affected employees were contacted. SETA will continue its efforts to provide job placement assistance to those individuals.

Mr. Walker additionally advised that Cracker Barrel shifted 20-70 employees to its Rocklin location. No additional information is available at this time.

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

D. Head Start Reports: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Anita Maldonado, the new Executive Director of SETA, provided her travel summary for the Cap-to-Cap event in Washington, DC.

C. Deputy Directors: No report

D. Counsel: No report

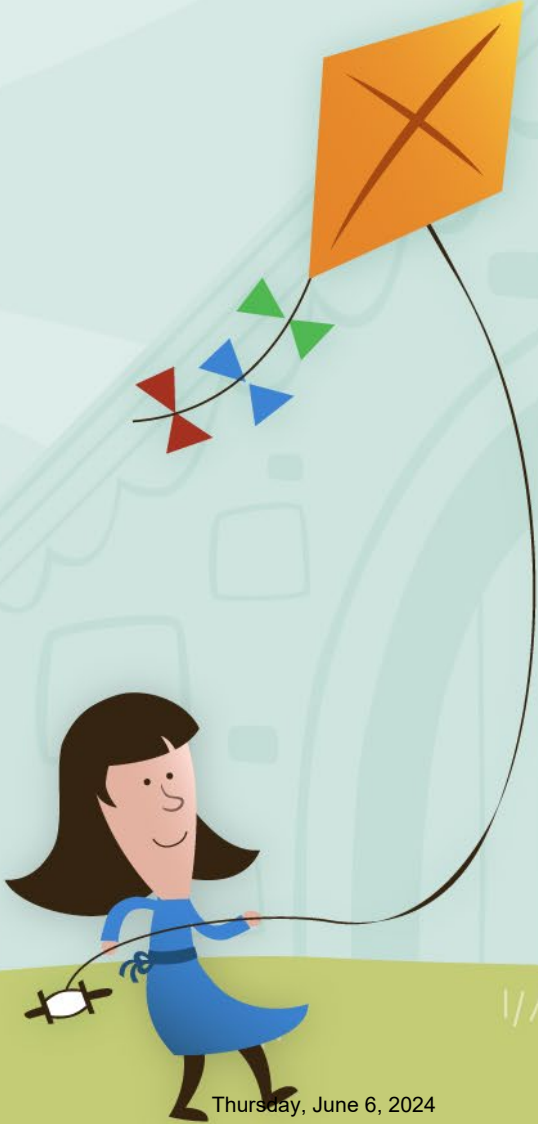
- E. Members of the Board:
- F. Public: None

V. **ADJOURNMENT:** The meeting adjourned at 2:30 p.m.

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

Refunding Application 2024-2025 Baseline- Year 1

Sacramento Head Start & Early Head Start





Self Assessment Summary



In January-February 2024, seven committees led by team leaders in the Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas.

- Ensured diverse team membership
- Collected and analyzed data from many sources
- Identified strengths and areas of improvement



Self-Assessment Highlights

Program Strengths:

- Internal CLASS scoring above national averages
- Curriculum Fidelity strengths in the areas of Planning, Positive Climate, and Positive Behavior Management
- Completion of numerous deferred maintenance projects to support safe and quality environments
- Implementation of home visitor observation rating scales (HOVRS)
- 98% of parents indicate program helps prepare their children and families for transition to Kindergarten
- Engaged PAC/PC members
- Partnership with Code for America to recruit families who are eligible for publicly-funded services such as SNAP
- 85 % of enrolled children have access to health insurance and health care services
- Many Professional Development opportunities for staff participation



Growth Opportunities:

- Increase resources and improve systems for teachers to combat stress and burnout.
- Address chronic absenteeism with goals of increasing the overall rate to 85% in a majority of classes
- Advance consistent, accurate and up-to-date data in Childplus
- Improve compliance in Unannounced Safety and Supervision Review data (specifically environmental sweeps)
- Consistently meet full enrollment across different program options
- Recruit for vacant PAC/PC positions
- Ensure effective and plentiful access to mental health services for children and families



5 Year Goals 2025-2029

School Readiness: Increase child outcomes by developing and strengthening social emotional competencies, family partnerships, and staff development.

Enrollment: Increase and maintain enrollment at 100% throughout the program year by engaging stakeholders, designing responsive program models and utilizing effective recruitment strategies.

Health and Safety: Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

Family and Community Engagement:

Support relationship-based family engagement that is culturally responsive, reflective and goal-oriented that helps build partnerships with families and provide increased opportunities for community building and participation within the program.



FUNDED ENROLLMENT with Proposed Changes

	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start <i>(ages 3-5)</i> TOTAL:3448	1364	440	676	712	156	100
Early Head Start <i>(ages birth to 3)</i> TOTAL: 977	739	--	16	166	56	--



Number of HS Centers: 106
Number of HS Classes: 164

Number of EHS Centers: 35
Number of EHS Classes: 70





Program Options

Program Options – Countywide 2024-2025

Head Start (Children age 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL	
	Year Round					Traditional School Year			Year Round	Traditional School Year					
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day		6.5 hrs/day	3.5 hrs/day	6.5 hrs/day			7.5 hrs/day
SETA	80	220		340	220		20	24	120		40	180		120	1,364
Elk Grove USD						100					340				440
Sac. City USD			48				628								676
San Juan USD							712								712
Twin Rivers USD												156			156
WCIC													100		100
TOTAL	80	220	48	340	220	100	2,008	24	120	380	336	100	120	3,448¹	

Early Head Start (Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week						Home-base	TOTAL
	Traditional School Year			Year Round				
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day		
SETA			18		246	126	200	590
San Juan USD		32		64			70	166
Twin Rivers USD	56							56
Sac City USD					16			16
SCOE							77	77
ROCC							72	72
TOTAL	56	32	18	64	262	126	419	977¹



Proposed Changes

“OHS strongly encourages grant recipients to consider submitting a change-in-scope application to request an enrollment reduction or slot conversion based on community needs, with the goal of increasing program quality “ Khari Garvin, OHS Director

Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs.

Section 640(f)(2) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

Section 640(g)(3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services.



SETA Children & Family Services (180), San Juan Unified USD Head Start (176), Elk Grove USD (40), and TRUSD (4) will reduce Head Start enrollment slots to support program quality changes in the 2024-25 program year.

Proposed Changes (continued)

Increase in center-based Early Head Start services with an HS-EHS Conversion request

- Proposed conversion of 74 Head Start enrollment slots to 42 Early Head Start enrollment
- Transitioning 14 slots from Home Base to Center base (SJUSD)
- Expansion of Early Head Start classes from 63 to 70 classes increasing the number of enrollment slots in center-based care

Support increased hours of service by transitioning part day classes to more full day/ year round

- Expansion of Head Start full-day classes countywide from 85% to 90%
- Increase of 40 enrollment slots from a traditional to a year-round calendar in the SETA-Operated Program



Proposed Changes (continued)

Update organizational structure and staffing to increase program oversight

- SCUSD- Coordinator has been added and assigned to support the implementation of the Early Head Start Program.
- SETA- Coordinator (Intervention) to have dedicated oversight of Mental Health and Disability Services
- SETA- Development of an enhanced delegate support team that will have a more hands-on role in the daily operations as well as overall compliance and service approaches at the delegates.

Support program quality improvements with additional health, mental health, education and safety approaches

- SJUSD- Reduced class size from 20 to 16 in Duration classes to address younger age students
- SJUSD-Reduced caseload of EHS Home Educators from 12 to 10 families per home visitor
- EGUSD- Reduced class size from 24 to 20 in 10 classes
- TRUSD- Full Time School Social Worker in the Early Childhood Education Program.
- Increase in teacher preparation and professional development days
- Implement Peer Coaching program for Family Engagement Staff
- SETA- Continuation of Apprentice Program to grow workforce





The proposed budget includes a conversion which transfers \$1,924,690 from the Head Start budget to the Early Head Start budget (basic funds).

Head Start

Basic
\$51,092,452

Training/ Tech.
Assistance
\$527,209

Total
\$51,619,661

Early Head Start

Basic
\$18,951,324

Training/ Tech.
Assistance
\$280,063

Total
\$19,231,387

Total Head Start / Early Head Start Funding

\$70,851,048



Training and Technical Assistance (TTA)

Highlighted TTA Projects

Parent Services

- Ready Rosie Literacy Events
- Parent Intern Positions
- Family Literacy Project (FLIP)
- Conferences
- Male/ Fatherhood Engagement

Staff Development

- Trauma Responsive Training and Self-Care
- ECE On-site College Class
- Staff Coaching
- Home Base Training
- Conferences
- Family Developmental Credential
- STEM



Questions



CONSENT ITEM II-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 04/22/2024 through 05/20/2024.

BACKGROUND:

Anita Maldonado, Executive Director, has reviewed the claims for the period 04/22/2024 through 05/20/2024, and all expenses appear to be appropriate.

ACTION ITEM III-A-1

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

Approval of Revisions to the Public Information Officer Job Specification

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the revised job specification for the Public Information Officer classification.

BACKGROUND:

The Public Information Officer job specification was last updated in July 1992. In an effort to recruit to fill this position, it is necessary to update the job specification to ensure it complies with federal and state regulations, clarifies employment standards and required qualifications, and accounts for advances in technology/media.

Attached is a red-lined version and a clean version of the job specification.

The Policy Council approved the revisions at its May 28, 2024 meeting.

PUBLIC INFORMATION OFFICER

ORGANIZATIONAL RESPONSIBILITY

A Public Information Officer is responsible to the SETA [Executive](#) Director.

DEFINITION

Under general direction, to plan, develop, and implement a comprehensive program of public information concerning Sacramento Employment and Training Agency programs and functions; to write, prepare, and distribute newsletters, brochures, and other informational material; to plan and coordinate advertising, both paid and public service, in cooperation with stated programs and objectives; to act as media contact and supply necessary information in response to normal and abnormal events relative to the organization; to develop public relations programs and positive community relationships; to assist SETA with special projects and assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which performs a variety of public information, advertising, and public relations functions for the Sacramento Employment and Training Agency.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen and get along with a diverse group of people.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff that you encounter.
- Must be able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

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EXAMPLE OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned :

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1. Plans, organizes, develops, and implements a comprehensive public information program for the Sacramento Employment and Training Agency;
2. Prepares, writes, and distributes in social media, newsletters, brochures and other informational material about SETA programs and activities to internal and external stakeholders;
3. Promotes community and media awareness of SETA functions and programs through promoting and publicizing SETA's work using all media avenues of publication and promotion within our community;
4. Arranges interviews between SETA staff and other stakeholder groups and develops content strategies for releasing updates;
5. Photographs important events and prepares graphic art work for publications;
6. Maintains SETA's website with updates and accurate information;
7. Coordinates press conferences and special events;
8. Provides assistance on public relations programs to SETA programs, subgrantees and delegates;
9. Counsels potential SETA participants about programs and policies; works with the Private Industry Council's marketing committee and the Program Operators Association to develop and maintain an on-going paid and public service advertising campaign, presently called "Sacramento Works!";
10. Prepares media budgets and conducts necessary procurement procedures to activate approved campaigns;
11. Prepares speeches and other materials for the Executive Director and Board Members;
12. Represents SETA and the Director at public functions and conferences on a variety of issues that impact awareness programs; supervises staff;
13. Makes presentations to boards and agencies;
14. Assists the SETA Executive Director with a variety of projects and represents the SETA Executive Director as delegated;
15. Develops and conducts a comprehensive program for positive relationships with the local community;
16. Analyzes communication effectiveness to help adjust SETA's messaging to ensure better engagement and maximum impact-

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MINIMUM QUALIFICATIONS

Knowledge of:

- Laws and regulations affecting the operations of employment and training programs.
- Public information and communication principles and techniques.
- Preparation and distribution of publications.
- Media relations.
- Media rating and procurement procedures, production and copywriting for radio and television.
- Desktop Publishing programs.
- ~~Principles of supervision.~~

AND

Ability to:

- ~~Navigate and maintain a social media presence for all SETA programs~~
- Develop and implement a comprehensive program of public information and public relations.
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations.
- Work effectively with the local media.
- Prepare a variety of brochures, newsletters and other informational material.
- Maintain and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Develop effective community relations with community organizations and groups.
- ~~Supervise staff and administer the "Sacramento Works!" advertising campaign in cooperation with other participating agencies and organizations.~~
- Deal tactfully and courteously with persons seeking information and—expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of responsible work experience in public information and public relations work. Considerable advanced educational training in journalism, advertising, public relations, or a related field is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</u>
<u>Talking</u>	<u>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

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PUBLIC INFORMATION OFFICER

ORGANIZATIONAL RESPONSIBILITY

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DEFINITION

Under general direction, to plan, develop, and implement a comprehensive program of public information concerning Sacramento Employment and Training Agency programs and functions; to write, prepare, and distribute newsletters, brochures, and other informational material; to plan and coordinate advertising, both paid and public service, in cooperation with stated programs and objectives; to act as media contact and supply necessary information in response to normal and abnormal events relative to the organization; to develop public relations programs and positive community relationships; to assist SETA with special projects and assignments; and to do related work as required.

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- Must be able to interact diplomatically with the public, staff, children, and vendors.
- Must maintain composure when dealing with resistance or contrary opinions.
- Must be able to interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Must be able to work as a team and collaborate with colleagues.

EXAMPLE OF ESSENTIAL DUTIES

1. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned: Plans, organizes, develops, and implements a comprehensive public information program for the Sacramento Employment and Training Agency
2. Prepares, writes, and distributes in social media, newsletters, brochures and other informational material about SETA programs and activities to internal and external stakeholders;
3. Promotes community and media awareness of SETA functions and programs through promoting and publicizing SETA's work using all media avenues of publication and promotion within our community
4. Arranges interviews between SETA staff and other stakeholder groups and develops content strategies for releasing updates;
5. Photographs important events and prepares graphic art work for publications;
6. Maintains SETA's website with updates and accurate information;
7. Coordinates press conferences and special events;
8. Provides assistance on public relations programs to SETA programs, subgrantees and delegates;
9. Counsels potential SETA participants about programs and policies;
10. Prepares media budgets and conducts necessary procurement procedures to activate approved campaigns;
11. Prepares speeches and other materials for the Executive Director and Board Members;
12. Represents SETA and the Director at public functions and conferences on a variety of issues that impact awareness programs
13. Makes presentations to boards and agencies;
14. Assists the SETA Executive Director with a variety of projects and represents the SETA Executive Director as delegated;
15. Develops and conducts a comprehensive program for positive relationships with the local community;
16. Analyzes communication effectiveness to help adjust SETA's messaging to ensure better engagement and maximum impact

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws and regulations affecting the operations of employment and training programs.
- Public information and communication principles and techniques.
- Preparation and distribution of publications.
- Media relations.
- Media rating and procurement procedures, production and copywriting for radio and television.
- Publishing programs.

AND

Ability to:

- Navigate and maintain a social media presence for all SETA programs
- Develop and implement a comprehensive program of public information and public relations.
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations.
- Work effectively with the local media.
- Prepare a variety of brochures, newsletters and other informational material.
- Maintain and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Develop effective community relations with community organizations and groups.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of responsible work experience in public information and public relations work. Considerable advanced educational training in journalism, advertising, public relations, or a related field is highly desirable.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required</i>	<i>Description</i>
------------------------	---------------------------

Activity	
Dexterity	<i>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling</i>
Talking	<i>Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
Hearing	<i>Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
Repetitive Motion	<i>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</i>
Sedentary Work	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ACTION ITEM III-A-2

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

Presenter: Mario Maslac

RECOMMENDATION:

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.

BACKGROUND:

Under applicable procedures set forth 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, as approved by the Governing Board, provides authority to operate in the new fiscal year until adoption of a Final Budget for that fiscal year.

As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should 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 (or via an electronic Board meeting, if necessary) and staff should cause to be posted and published notice of that meeting. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the Recommended Budget will be sent under separate cover.

BUDGET ADOPTION RESOLUTION
BEFORE THE GOVERNING BOARD OF

Sacramento Employment and Training Agency
Joint Powers Agency of the City and the County of Sacramento
State of California

RESOLUTION ADOPTING RECOMMENDED BUDGET

WHEREAS, hearings have been terminated during which time all additions and deletions to the recommended budget for 2024-25 were made, and

THEREFORE, IT IS HEREBY RESOLVED in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), the recommended budget for the Fiscal Year 2023-24 be and is hereby adopted in accordance with the following:

(1) Salaries and employees benefits	\$56,835,043
(2) Services and Supplies	19,361,054
(3) Other charges	62,870,577
(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	<u>0</u>
TOTAL BUDGET REQUIREMENTS	<u>\$ 141,359,569</u>

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

BE IT FURTHER RESOLVED that the recommended 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.

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 recommended 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 sixth day of June, 2024 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTACHMENTS:

- Schedule of Changes – FY23-24 to FY24-25
- Schedule of Appropriations
- Schedule A – WIOA Grants
- Schedule of Out-of-State Travel
- Schedule of Fixed Assets
- Schedule of Personnel
- Schedule of Appropriations by Line Item
- Financing Requirements Summary Schedule

ACTION ITEM III-A-3

Approval of Appointments to the Sacramento Works, Inc. Board

Presenter: Roy Kim

RECOMMENDATION:

Review the applications and appoint Ms. Kim Gusman, Mr. Jeff Richard, and Ms. Sara Miles to the Sacramento Works, Inc. Board.

BACKGROUND:

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

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

Staff recently received an application from Ms. Kim Gusman, CEO/President of the California Employers Association.

Historically, the Executive Committee of Sacramento Works has recommended the name(s) of individual applicants for appointment to the Business Sector seats by the SETA Governing Board. The May 9, 2024, Executive Committee Meeting did not occur due to the inability to attain a quorum, but the Sacramento Works Board met on May 22, 2024, and is forwarding Ms. Gusman's application for a Business Sector seat with a recommendation for appointment.

Due to the recent departure of Ms. Janet Neitzel, California Employment Development Department (EDD), there is a vacancy for the EDD representative. Mr. Jeff Richard, Deputy Division Chief with EDD, recently submitted an application for appointment to the WDB.

In addition, due to the recent departure of Ms. Denise Tugade, SEIU, there is a vacancy for a Labor representative. Ms. Sara Miles, Workforce Development Director with UFCW Western States Council, recently submitted an application and is being nominated for appointment by the Central Labor Council.

Applications are being sent under separate cover.

WIOA Board Membership

Business* (must include two small businesses)	14
Labor/Workforce**	
Labor	4
Joint Apprenticeship	1
Community Based Organization	0

Education/Training	
Adult Ed	1
Higher Ed	1
Government and Economic/Community Development	
Economic Development	2
Wagner-Peyser (EDD)	1
Vocational Rehabilitation	1
Other	2
Total	27

*Must be >50%
**Must be 20%
***Must be 15%

Government and Economic/Community Development

Name and Position	Company
Kim Gusman, CEO/President	California Employers Association
Jeff Richard, Deputy Division Chief	California Employment Development Dept.
Sara Miles, Workforce Development Director	UFCW Western States Council

ACTION ITEM III-B-1

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

Presenter: Lauren Mechals

RECOMMENDATION:

Agree with the Sacramento Works, Inc. Board to approve the funding extension recommendations for the WIOA Title I, Youth Program, PY2024-2205, with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance and final WIOA funding allocations.

BACKGROUND:

In 2023, SETA procured WIOA Program Operators to provide In-School Youth and Out-of-School Youth services. The Request for Proposals allowed one-year extensions for up to three additional years through 2027.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that has academic and occupation education as a component of the work experience
4. Occupational Skills Training that leads to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services address the barriers of the targeted youth and prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunities, enter an education or training program, attain a degree/certificate, achieve measurable skill gains or return/remain in secondary/alternative secondary school.

ACTION ITEM III-B-1 (continued)

Page 2

Staff is recommending the extension of subgrant awards for an additional year beginning July 1, 2024, and ending June 30, 2025. The funding recommendations are based on actual program enrollment numbers for PY 2023-2024 and the attainment of the state-negotiated performance goal of at least 68% in employment/education placement. See the attached WIOA Youth Program Performance Summary PY 2023-2024 for enrollment goals/actuals. Those providers who met their enrollment goals are recommended for either level funding or additional slots. Those providers who met the enrollment goal based on the allowable plan achieving 85% of their enrollment goal were funded for additional slots.

SETA staff have monitored and evaluated Job Centers on overall past program performance and their ability to meet planned performance levels. Evaluation criteria reviewed for performance include:

- Achievement of planned performance goals
- Ability to enroll and serve target populations
- Achievement of WIOA Adult and Dislocated Worker Performance Outcomes
- Documentation of services and client progress towards goal attainment in the CalJOBS case management system
- Ability to provide required WIOA program elements and adhere to policies and program guidelines.

System-wide, the WIOA Youth Providers met or exceeded all WIOA Youth core performance measures and actual outcomes were as follows: Youth Employment Rate (Q2- 70.94%): Employment Rate (Q4 - 64%): Median Earnings (Q2- \$3,325.10)

All Youth Provider contracts are recommended for extension, except for California Indian Manpower Consortium (CIMC). In 2024, SETA received a letter from CIMC requesting to de-obligate and return the award amount of \$183,587. These funds are reallocated in this recommendation and for the costs of program administration and support.

FUNDING ALLOCATIONS:

SETA has not received the Program Year (PY) 2024-2025 Youth funding allocation. The total youth funding recommendation is \$2,664,089 and contingent upon the receipt of the final WIOA allocation. If the final WIOA allocation is less than the PY 23-24 allocation, then subgrantee contract amounts may be adjusted proportionately. The remaining funds are allocated to program administration, support, monitoring and fiscal management. Additionally, the funding recommendation includes funding to support the “Youth Voice” Committee Initiative.

Out-of-School Youth Funding	\$ 2,391,826
In-School Youth Funding	\$ 222,263
2024-25 Youth Voice Committee Initiatives	\$ <u>50,000</u>
Total WIOA Youth Funding Recommendations	\$ 2,664,089

The Youth Committee met on April 17, 2024, and reviewed the PY2024-2025 WIOA Youth Funding Recommendations. The committee did not attain a quorum, but as a whole, it agreed with the staff funding recommendations and moved them forward to the Sacramento Works, Inc. Board for approval. The Sacramento Works, Inc. Board approved the funding recommendations at its May 22, 2024 meeting.

**WIOA Youth Program PY 2023-2024
Performance Summary Report**

Out-of-School Youth Provider	Overall Program Goal	Actual 7/1/23-3/31/24	%
Lao Family Community Development	15	13	86%
Lutheran Social Services	20	10	50%
Elk Grove Unified School District	50	48	96%
Sacramento City USD	50	22	44%
California Human Development	25	25	100%
Folsom Cordova Community Partnership	17	16	94%
Goodwill Industries	15	11	73%
La Familia Counseling Center	32	24	75%
Asian Resources, Inc.	26	29	111%
North State Building Industry Foundation	35	47	134%
Greater Sacramento Urban League	26	22	85%
In-School Youth Provider	Goal	Actual	
City of Sacramento	32	27	84%
TOTAL:	343	294	86%

WIOA Youth Performance	7/1/2022-6/30/2023 (Q2)	1/1/2022-12/31/2022 (Q4)
Employment Rate	70.97%	64.14%
Median Earnings	\$3,325.10	N/A
Credential Rate	N/A	43.04%

WIOA Youth Funding Extension Recommendations PY 2024-2025

Out of School Youth Provider	2023-2024 Funding	# of Youth PY 23-24	2024-2025 Funding Recommendation	# of Youth PY 24-25	Cost Per Participant	Area/Location
Elk Grove Unified School District	\$329,792	50	\$329,792	50	\$6,596	Located at EGACE's Job Center South Sacramento, Sacramento County Jail Facilities, and Elk Grove/Florin.
Sacramento City USD	320,130	50	320,130	50	6,403	Located at the Charles A. Jones Career and Education Center in South Sacramento/Meadowview, Fruitridge, Florin, Florin-Perkins, East & North Sacramento, Downtown Sacramento, Rancho Cordova, Arden Arcade, Del Paso Heights and SCUSD AJCC.
California Human Development	166,000	25	166,000	25	6,640	Located at California Human Development AJCC, South-City of Galt and Surrounding Areas, West-Delta River Region (cities of Courtland, Walnut Grove, Isleton), East- City of Herald, and North-City of Wilton.
Lutheran Social Services	132,000	20	132,000	20	6,600	Located throughout Sacramento's Housing Programs, Downtown & East Sacramento, Waking the Village, LGBTQ Center, and Wind Center.
North State Building Industry Foundation	352,316	35	352,316	35	10,066	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, Meadowview, South Sacramento, Rosemont, Antelope, and Hillsdale AJCC.
Folsom Cordova Community Partnership	112,839	17	139,398	21	6,638	Rancho Cordova, Rosemont, Folsom/Folsom Cordova Community Partnership AJCC Mather, Fair Oaks, Gold River, North Highlands and surrounding neighborhoods.
La Familia Counseling Center	253,182	32	253,182	32	7,912	Downtown, Midtown, South Sacramento/Florin, Franklin Blvd, Maple Neighborhood Center, and La Familia AJCC
Asian Resources, Inc.	243,750	26	281,250	30	9,375	Asian Resources AJCC located in Oak Park, Downtown, Midtown, South Sacramento, Citrus Heights, North Highlands, Fair Oaks, Folsom, Arden-Arcade, and Del Paso Heights.
Greater Sacramento Urban League	173,328	26	186,648	28	6,666	Del Paso Heights, Oak Park/Greater Sacramento, North Highlands, McClellan Park, Rio Linda, and GSUL AJCC.
Goodwill Industries	118,230	15	118,230	15	7,882	Located in Downtown Sacramento at the Wind Center, Midtown/ Mark Sanders AJCC.
Lao Family Community Development	99,600	15	112,880	17	6,640	Located at Arden Arcade Campus in North Sacramento, South Sacramento/Florin Rd, Highlands Success Center AJCC.
	\$2,301,167	311	\$2,391,826	323	\$7,405	

In School Youth Provider	2023-2024 Funding	# of Youth PY 23-24	2024-2025 Funding Recommendation	# of Youth PY 24-25	Cost Per Participant	Area/Location
City of Sacramento Dept of Parks and Rec	\$222,263	32	\$222,263	32	\$6,946	Co-located at Charles A. Jones Education and Career Center, City of Sacramento includes 12 services areas: Hagginwood, Dixieanne, Noralto, North Sacramento, Del Paso Heights, Gardenland, South Natomas, Oak Park, Avondale, Glen Elder, South East Sacramento, Valley High, North Laguna, Midtown, and South Sacramento/SCUSD AJCC.
	\$222,263	32	\$222,263	32	\$6,946.00	

Total WIOA Youth Funding Recommendations \$2,614,089

ACTION ITEM III-B-2

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

Presenter: Roy Kim

RECOMMENDATION:

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

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works Job Center (SWJC) System. Funds allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the funds allocated to each activity for the next fiscal year.

SETA recently received its WIOA allocations for Program Year (PY) 2024-2025, and the Adult and Dislocated Worker allocation increased by \$7,535,563 increased by \$273,974.

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 percent of funds be used to provide training services, including employer-directed skills development and on-the-job training. Staff is closely monitoring this potential legislation. In anticipation of new legislation, staff is recommending an increase in the amount allocated to training services of \$500,000. The recommended RAP categories and percentages are as follows:

57.1%	Career Services
29.1%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

On May 15, 2024, the Planning/Oversight Committee met and reviewed the recommended RAP. The Committee did not attain a quorum, but as a whole, it agreed with the staff recommendation and moved it forward to the Sacramento Works, Inc. Board for approval. The Sacramento Works Board approved the recommended RAP at its May 22, 2024 meeting.

Attached is the recommended RAP chart, along with a summary of the bill titled “A Stronger Workforce for America Act”.

Recommended Resource Allocation Plan, FY 2024-2025

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2023-2024	Allocation % for Fiscal Year 2024-2025	WIOA Adult and Dislocated Worker Funding 2023-2024	WIOA Adult and Dislocated Worker Funding 2024-2025	Increase/Decrease from last year
Career Services: Costs associated with outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning/coaching, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services, business services, and facilities/operational costs.	63.8%	57.1%	\$ 4,631,253	\$ 4,305,987	\$ (325,266)
Training Services: Costs associated with customers in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training, entrepreneurial training, job readiness training, and ongoing comprehensive case management services for customers in training activities.	22.4%	29.1%	\$ 1,628,237	\$ 2,189,669	\$ 561,432
Job Center Support: Program Monitoring and Quality Control; SacWorks support, Client tracking, reporting and follow-up; capacity building.	6.7%	6.7%	\$ 486,526	\$ 504,883	\$ 18,357
Administration: General Administration, HR, Payroll, Information Systems, Fiscal and Contracts.	5.6%	5.6%	\$ 406,649	\$ 421,992	\$ 15,343
Board Initiatives: Sacramento Works, Inc., Board initiatives, including employer outreach, research, and participation in workforce initiatives.	1.5%	1.5%	\$ 108,924	\$ 113,033	\$ 4,109
Total	100.0%	100.0%	\$ 7,261,589	\$ 7,535,563	\$ 273,974

A Stronger Workforce for America Act Bill Summary

A strong workforce development system is vital to strengthening our economy and providing economic opportunity for more Americans. When the *Workforce Innovation and Opportunity Act* (WIOA) was enacted in 2014, it made critical improvements to streamline the maze of federal workforce development programs and enhance accountability through a single set of performance metrics. However, almost a decade later, significant challenges persist that hamper the workforce system's ability to provide high-quality services to workers and employers. *A Stronger Workforce for America Act* makes critical updates to WIOA that will increase the amount of skills development provided under the law, strengthen connections between employers and the workforce system, and put more Americans on the pathway to a successful career.

Upgrades the skills of more Americans

- Dedicates 50 percent of the adult and dislocated worker funding toward upskilling workers through “individual training accounts” (ITAs), on-the-job learning, and other employer-led and industry relevant initiatives.
- Provides eligible displaced workers with ITAs with a value of \$5,000 to enroll in high-quality reskilling programs and reconnect with the workforce by repurposing existing resources at the Department of Labor.
- Allows states to set-aside additional funds from their state allocation to establish a “critical industry skills fund.” Through the fund, states will provide reimbursements to employers, sector partnerships, and other intermediaries for upskilling workers in the priority industries selected by the state. Reimbursements will occur only when the workers complete their program and are employed and retained in that industry.
- Raises the cap on “incumbent worker training” so local workforce boards, particularly in areas with low unemployment or high labor force participation, can help the currently employed workforce gain new skills to avoid displacement and advance their careers.
- Enhances the *Adult Education and Family Literacy Act* (WIOA Title II) by including digital literacy skills as a core component of adult education and emphasizing the use of “integrated education and training” so adult learners can develop basic skills while simultaneously preparing for an in-demand occupation or industry.

Delivers greater accountability and program quality

- Streamlines the “eligible training provider list” to ensure programs are aligned with the skill and hiring demands of employers by focusing the eligibility process on employment outcomes, providing an on-ramp for newer programs to receive eligibility under a performance-funding model, and creating a process for employers to “sponsor” a program as a signal of high quality and industry-relevance.
- Updates the performance indicators to better evaluate program success. The bill makes the percentage employed during the fourth quarter after exiting a program a labor market retention measure to hold programs accountable for ensuring participants have the skills to stay in the workforce. The bill also reforms the “effectiveness in serving employers” indicator to measure the percentage of participants in employer-connected learning such as “on-the-job training” or an apprenticeship.
- Strengthens and fully implements the performance accountability system in the law to hold states and local workforce boards accountable for achieving positive labor market outcomes for program participants and drive continuous improvement across the system.

- Modernizes the delivery of services to jobseekers by directing states to periodically reassess whether their WIOA “local areas” match the labor markets and economic development initiatives of the state, while encouraging the use of virtual services and existing community hubs to reach more jobseekers at a lower cost.
- Raises the standards for performance and student safety in the Job Corps program by conditioning the award and extension of campus operator contracts on successful performance and enhancing the improvement actions that must be taken if a Job Corps campus is not achieving successful student outcomes or keeping students safe while simultaneously affording campuses more local control over budgeting, programming and behavioral management.

Strengthens pathways to economic opportunity

- Creates a new definition of “opportunity youth” to replace “out-of-school youth” and provides greater flexibility to respond to local needs by requiring 65 percent of youth funds statewide be dedicated towards serving opportunity youth while allowing states to work with their local boards to determine the appropriate percentage for each local area.
- Places a greater emphasis on work-based learning for youth and enhances the quality of summer and year-round employment opportunities available, while authorizing the use of ITAs for in-school youth to participate in skills development programs outside of the courses offered by their school district.
- Codifies and strengthens a program to help individuals released from the nation's prisons transition back to meaningful employment and access skills and career pathways, while identifying and disseminating effective strategies to improve outcomes and reduce recidivism.
- Strengthens workforce education programs at community colleges that align with in-demand jobs by emphasizing programs with industry partnerships and those that use competency-based assessments to award academic credit for prior learning.

Fuels innovation for a skills-based economy

- Authorizes a demonstration authority to allow several states and local workforce boards to receive their Title I funds as a consolidated grant for five years, with flexibility to restructure their state or local workforce system to meet the needs of their workers and employers, while retaining basic workforce protections and programmatic accountability.
- Provides transparency on the credentials that are awarded by eligible providers to include credential-specific information on the awarding entity, industry recognition, the skills and competencies the credential signifies, and the employment and earnings outcomes of participants who receive the credential.
- Facilitates skills-based hiring by authorizing state and local boards to provide on their own or in partnership with industry associations technical assistance to employers on implementing skills-based hiring practices, while embedding competency-based assessments in the participant in-take process.
- Enhances Workforce Data Quality Initiative grants to improve state workforce data capabilities by fostering cross-state collaboration, improving the timeliness and relevance of labor market data, supporting the adoption of credential navigation tools, and advancing the use of evidence and data to drive decision-making.
- Raises the cap on pay-for-performance contracting and simplifies the process for local workforce boards to contract with programs committed to delivering good outcomes, while removing the prohibition on states using their governor’s reserve on incentives for local boards using pay-for-performance contracting.

ACTION ITEM III-B-3

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

Presenter: Roy Kim

RECOMMENDATION:

Approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker Program as indicated on the attached charts with the following stipulations:

- I. Program Year (PY) 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.

- II. A minimum of 10% of customers must be served under individualized career and/or training services.

BACKGROUND:

At the March 7, 2024 meeting, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the WIOA, Title I, Adult/Dislocated Worker Services for program years 2024-2028. The RFP was released on March 8, 2024 and SETA received 10 proposals requesting \$3,862,784.

As established in the Resource Allocation Plan approved by the Sacramento Works, Inc. (SWI) Board, the allocation for WIOA Adult/Dislocated Worker programs is \$7,535,563, an increase of \$273,974 from 2023-24 funding levels. After setting aside the allocations for SWI Board Initiatives (\$113,033), Administration (\$421,992) and Job Center Support (\$504,883), the funds available for direct services to customers are as follows:

Career Services: \$4,305,987
Training Services: \$2,189,669

Of the amounts allocated for direct services to customers, staff is recommending setting aside a total of \$2,367,890 (36%) to provide the following direct services to customers via SETA/Partner-hosted Centers:

SETA/Partner-hosted Job Center Services: \$2,167,890
Individual Training Accounts/Support Services: \$200,000

The remaining amounts allocated for direct services to customers, \$4,127,766 (64%), are covered in this funding recommendation.

System-wide Performance:

Through the beginning of May, 2024, the system served over 35,000 job seekers with career-basic services and over 1,500 customers with career-individualized services. WIOA core performance measure outcomes were as follows:

ACTION ITEM III-B-3 (continued)
Page 2

	<u>Adult</u>	<u>Dislocated Worker</u>
Entered Employment Rate:	73.0%	69.1%
Retention Rate:	67.3%	69.5%
Median Earnings (3 mo.):	\$8,402	\$9,534

Sacramento Works Job Centers:

The RFP solicited services designed to meet the career and training services requirements of WIOA, and continues the system of neighborhood-based Sacramento Works Job Centers (SWJCs) that provide access to the full menu of career, training and support services available.

Each proposal was reviewed and scored by an evaluation team that included City of Sacramento and County of Sacramento representatives, and SETA program and fiscal staff. Based on the results of the evaluation, proposals were ranked by score and staff prepared the funding recommendations. The evaluation criteria included:

- Responsiveness to the criteria requested in the RFP
- Demonstrated need for the proposed service
- Demonstrated ability to provide the services requested in the RFP
- Demonstrated ability to prepare customers for jobs in critical occupational clusters
- Demonstrated partnerships and collaboration with required partners and employers
- Reasonable cost
- Demonstrated performance
- Demonstrated organizational and financial capacity
- Demonstrated ability to serve customers with multiple barriers to employment
- Demonstrated ability to provide leveraged funds for the proposed activities

Job Centers' program performance is provided under separate cover.

The resulting funding recommendation is designed to maintain the system of neighborhood-based Job Centers and ensure geographic coverage in high need communities throughout Sacramento County.

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. Scholarship funding recommendations are based on proposers' historical experience in obligating and expending funds.

Sacramento Employment and Training Agency
Workforce Innovation and Opportunity Act (WIOA) Title I, Adult/Dislocated Worker
Sacramento Works Job Center System Services
Staff Funding Recommendation
FY 2024 - 2025

Proposal Ranking	Total Score (160 pts.)	Applicant Agency	CURRENT WIOA FUNDING 2023-24		WIOA FUNDING REQUESTS 2024-25			WIOA FUNDING RECOMMENDATIONS 2024-25			
			Funding Amount	Numbers to be Served (Basic)	Amount Requested (Basic and Individualized Career Services)	Proposed Number to be Served	Proposed Cost Per Customer	Funding Amounts (Basic and Individualized Career Services)	Scholarship Funding*	Cost Per Customer	Number to be Served** (Basic Career Services)
Subcontracted Sacramento Works America's Job Center System Services											
1	139.9	Elk Grove USD	\$ 468,241	1,500	\$ 567,233	1,900	\$ 299	\$ 567,233	\$ 70,000	\$ 299	1,900
1	131.2	Sacramento City USD	321,000	1,394	594,750	3,250	183	594,750	70,000	183	3,250
2	124.1	La Familia Counseling Center	332,000	1,388	410,000	1,600	256	389,500	35,000	256	1,520
2	121.6	Pivot Sacramento	235,000	878	228,573	650	352	217,144	35,000	352	618
2	119.5	Asian Resources	408,945	1,900	408,500	1,900	215	388,075	65,000	215	1,805
2	119.4	Folsom Cordova Community Partnership	355,000	1,495	422,533	1,228	344	401,406	35,000	344	1,167
2	117.2	Lao Family Community Development	300,000	1,350	393,300	1,380	285	373,635	30,000	285	1,311
2	110.7	Greater Sacramento Urban League	313,431	1,555	238,340	1,610	148	226,423	30,000	148	1,530
3	104.9	California Human Development Corporation	256,681	950	226,345	950	238	203,711	30,000	238	855
3	104.4	PRIDE Industries	197,385	1,227	373,210	1,120	333	335,889	30,000	333	1,008
Total Subcontracted			\$3,187,683	13,637	\$3,862,784	15,588	\$265	\$3,697,766	\$430,000	\$265	14,963

* Includes vendor and supportive services

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

Sacramento Works Job Center	Physical Location	Geographic Coverage
Folsom Cordova Community Partnership	10665 Coloma Rd., Rancho Cordova	Rancho Cordova/Rosemont/Mather/Citrus Heights
California Human Development	1000 C St., Galt	Galt/Walnut Grove/River Delta/South County
Elk Grove USD	8401 Gerber Rd., Sacramento	Elk Grove/Florin/Parkway-South Sacramento
La Familia Counseling Center, Inc.	5523 34th St., Sacramento	Franklin/South Sacramento
Greater Sacramento Urban League	3725 Marysville Blvd., Sacramento	Del Paso Heights/North Sacramento/Arden Arcade/North Highlands/Oak Park
Pivot Sac	4625 44th St., Sacramento	Oak Park/Fruitridge/Stockton
Lao Family Community Development	3400 Watt Ave., Sacramento	Arden Arcade/North Highlands/Carmichael
Sacramento City USD	5451 Lemon Hill Ave., Sacramento	South Sacramento/Fruitridge/Florin
Asian Resources, Inc.	2411 Alhambra Blvd., Sacramento	Oak Park/South Sacramento/Citrus Heights
PRIDE Industries	7011 Sylvan Rd., Citrus Heights	Citrus Heights/North Highlands/Folsom
Hillsdale - SETA Hosted	5655 Hillsdale Blvd., Sacramento	North Highlands/Foothill Farms
FLorin - SETA Hosted	7000 Franklin Blvd., Sacramento	Florin/Franklin/Meadowview/South Sacramento
Mark Sanders - EDD Hosted	2901 50th St., Sacramento	Oak Park

ACTION ITEM III-B-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

Presenter: Michelle O’Camb

RECOMMENDATION:

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 this program year bringing SAC’s total allocation to \$150,000 to serve a total of 150 older refugees.

BACKGROUND:

SETA’s Refugee Program, operated under Refugee Support Services (RSS) and RSS Set-aside grant funds received from the U.S. Department of Health and Human Services - Administration for Children and Families, Office of Refugee Resettlement (ORR), provides direct employment services intended to result in early economic self-sufficiency and reduced public assistance dependency of refugees through employment and acculturation assistance.

In September, 2023, the Board approved extending funding to SETA’s RSS Set-aside program provider, Slavic Assistance Center, Inc. (SAC), for the provision of Services to Older Refugees (SOR) for refugees 60 years of age or older. At the time of award, preliminary estimates indicated that \$100,000 RSS Set-aside funds to serve 100 older refugees would be available for allocation for services commencing on October 1, 2023 and ending September 30, 2024. SAC is the sole provider funded under the RSS Set-aside program.

On October 20, 2023, SETA received the final 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, as well as some qualifying counties in the state declining the funding. Additionally, upon completion of the FFY 23 closeout, \$64,959 in unspent funds were identified for possible allocation.

As a result, staff is recommending an augmentation of \$50,000 in RSS Set-aside funding to SAC to serve an additional 50 older refugees this year based on the organization’s current operational capacity. If approved, SAC’s new RSS Set-aside allocation will total \$150,000 to serve 150 older refugees by September 30, 2024. Any remaining FFY 23 unspent amount will be available for further augmentation, if feasible, or will be carried over and allocated in PY 2024-25, which begins October 1, 2024.

ACTION ITEM III-C-1

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

Presenter: Karen Griffith

RECOMMENDATION:

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.

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification and 12 month no-cost extension request for the American Rescue Plan Act (ARPA) funds and the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funds in the amount of \$543,249 and \$1,945,312, respectively.

The funds are being repurposed from underspent funds from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other (deferred maintenance) to help fund the agency's winter closure (staff wellness), longevity pay program, various classroom supplies, the Teaching Strategies curriculum and additional substitute teacher costs to ensure quality programming and a safe and healthy learning environment.

The no-cost extension request will allow SETA and its delegate agencies an additional 12 months (8/1/24-7/31/25) to complete previously approved projects and deferred maintenance projects.

1. Head Start/Early Head Start Coronavirus Response and Relief Supplemental Appropriation Act Grant (CRRSA) #09HE000671-01
2. Head Start/Early Head Start American Rescue Plan Act Grant (ARPA) #09HE000671-01

A detailed budget justification is attached.

SETA staff will be available to answer questions.



**Budget Justification for
No-Cost Extension Request 2023-2024
American Rescue Plan Act (ARPA) and Coronavirus Response and Relief
Supplemental Appropriation Act (CRRSA) Funds
09HE000671**

The Budget Justification addresses the following two requests:

- 1.) A Budget Modification for American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funding.
- 2.) A Low-Cost Extension for an additional 12 months (4/1/24-3/30/25).

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Funds (\$173,980) and from the American Rescue Plan Act Funds (\$369,269) totaling **\$543,249**. The funds are being repurposed from underspent funds from Equipment, Construction, Other and Contractual (delegate relinquished funds) and being moved to Personnel, Fringe and Supplies to support classroom health and safety. Sacramento City USD and River Oaks Center for Children are relinquishing \$4,886 and \$10,499 respectively to SETA.

No-Cost Extension – Along with the budget modification, SETA is also requesting a twelve month no-cost extension for the amount up to **\$1,945,312** to complete the projects noted above and an extension for delegate and partners to complete their projects and purchases.

Details of the Budget Modification and No-Cost Extension are provided below.

American Rescue Plan Act Fund Budget Modification

Personnel - (\$222,947) and Fringe - (\$81,489)

SETA will reprogram funds to cover the winter closure wellness initiative and the longevity pay as part of SETA's incentive pay program. As SETA paid for the 4 days of the agency's annual winter closure, the staff were allowed to retain the leave accruals. The winter closure accounted for around \$490,000.

Supplies – (\$4,290)

SETA will utilize funds for supplemental classroom supplies added to ensure quality programming, including safe and healthy environments.

Other - (\$60,543)

SETA will utilize the reprogrammed funds for substitute teachers that were brought in to help support safety and supervision, as well as ensure that classrooms were meeting child to teacher ratios during times of high staffing vacancies.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$1,269,513	\$222,947	\$1,492,460
Fringe Benefits	654,062	81,489	735,551
Travel	-	-	-
Equipment	246,717	(\$246,717)	-
Supplies	141,471	4,290	145,761
Contractual	3,351,611	(266)	3,351,345
Construction	58,581	(57,453)	1,128
Other	389,767	(4,290)	385,477
Total	6,111,722	-	6,111,722

Coronavirus Response and Relief Supplemental Appropriation Act Fund Budget Modification

Other - (\$173,980)

SETA will utilize the reprogrammed funds to go towards updating the Creative Curriculum to the most current version for quality and fidelity.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	\$645,113	(\$158,862)	\$486,251
Contractual	876,891	(15,118)	861,773
Construction	15,347	-	15,347
Other	-	173,980	173,980
Total	1,537,351	-	1,537,351

No-Cost Extension Request

A No-Cost Extension in the amount not to exceed **\$1,945,312** is being requested to address:

- 1.) Incomplete pre-approved projects;
- 2.) Delegates have submitted plans and projects to SETA for the use of the no-cost extension funds.

Agency/Delegates/Partners	No-Cost Extension Amount CRRSA (not to exceed)	No-Cost Extension Amount ARPA (not to exceed)	Total No-Cost Extension Amount
Twin Rivers Unified School District	\$36,889	\$141,836	\$178,725
Elk Grove Unified School District	109,030	284,974	394,004

Agency/Delegates/Partners	No-Cost Extension Amount CRRSA (not to exceed)	No-Cost Extension Amount ARPA (not to exceed)	Total No-Cost Extension Amount
Sacramento City Unified School District	4,886*	-	4,886
San Juan Unified School District	30,740	1,143,835	1,174,575
W.C.I.C.	-	99,949	99,949
Sacramento County Office of Education	-	-	-
River Oak Center for Children	10,233*	266*	10,499
SETA	-	82,674	82,674
Total	191,778	1,753,534	1,945,312

***Funds are being relinquished by Delegate Agency and will be absorbed into the SOP grant, as mentioned in the budget modification above.**

ACTION ITEM III-C-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

Presenter: Karen Griffith

RECOMMENDATION:

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.

BACKGROUND:

This agenda item provides the opportunity for the Governing Board 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 program year 2023-2024.

The funds are being repurposed from underspent funds from Fringe Benefits, Equipment (cost savings/projects no longer needed), Contractual (delegate relinquished funds) and Other and being moved to Personnel, Travel (out-of-state) and Construction (Northview Outdoor Major Renovation Project). The reprogrammed funds will be used towards various items including SETA longevity pay program, outdoor major renovation (1303) projects at Northview ELC (SETA), Kingswood Elementary (SJUSD), Billy Mitchell Elementary (SJUSD) and Sunrise Elementary (SJUSD), as well as ensuring that SETA continues to operate a quality and safe program.

1. Head Start/Early Head Start Basic and T&TA Grant #09CH011763-04

A detailed budget justification, 1303 information, and no-cost extension are attached.

SETA staff will be available to answer questions.



**Budget Justification for Budget Modification Request,
No-Cost Extension Request and 1303 Facilities Renovation and Repair Applications for
Program Year 2023-2024
Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA)
09CH011763**

The Budget Justification addresses the following three requests:

- 1.) A Budget Modification for PY 2023-2024 Head Start and Early Head Start Basic and T&TA funding.
- 2.) 1303 Facilities Renovation and Repair Applications for San Juan USD
- 3.) A No-Cost Extension for an additional 12 months (8/1/24-7/31/25).

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the PY 2023-2024 Head Start Basic (\$1,879,987) and Early Head Start Basic (\$1,164,395) totaling **\$3,044,382**. The funds are being repurposed from underspent funds from Fringe Benefits, Equipment (cost savings/projects no longer needed), Contractual (delegate relinquished funds) and Other and being moved to Personnel, Travel (out-of-state) and Construction (Northview Outdoor Major Renovation Project). Sacramento City USD's EHS grant is relinquishing \$154,395 to SETA.

1303 Facilities - Of the Head Start Basic budget modification funds, **\$1,058,453** of those funds will be used towards three (3) 1303 Facilities Outdoor Major Renovation projects at San Juan Unified School District's Billy Mitchell, Sunrise and Kingswood sites. SETA will also be requesting a budget modification of funds for the previously approved Northview outdoor major renovation project. Originally the project was to be spent using ARPA funds.

No-Cost Extension – Along with the budget modification, SETA is also requesting a twelve month no-cost extension for the amount not to exceed **\$9,951,947** to complete the projects noted above and an extension for delegate and partners to complete their projects and purchases.

Details of the Budget Modification, 1303 Applications and No-Cost Extension are provided below.

Head Start Basic Budget Modification

Personnel – (\$440,000)

SETA will be utilizing reprogrammed funds to go towards the personnel category due to the newly implemented staff incentive longevity pay program that is to help the agency with its workforce issues helping to retain and recruit staff. In total, Head Start's portion of the longevity pay was roughly \$330,000.

Equipment

SETA previously had play structures approved for other sites. However, due to a change in the needs for the program, SETA is requesting to move one of the approved play structures to Northview ELC as part of the outdoor major renovation project at the site. SETA will be requesting additional funds to be moved from other project cost savings to cover additional costs to install the office pod units as part of the Northview ELC outdoor major renovation project. No additional funds are being requested for the category.

SETA will also be reprogramming funds from the Equipment category as a result of cost savings and a shift in project priorities:

Projects	Budget	Actual Cost	Remaining	Budget Mod Rationale
HVACS (Mather, Freedom, Hillsdale, Norma Johnson)	\$374,000	\$246,717	\$127,283	Cost Savings
Walnut Grove - Shade	55,000	-	55,000	Completed under Equipment Threshold
Play Structure (Elkhorn, Marina, Cap City, Hopkins)	600,000	150,000	450,000	Sites play structures not deemed a priority and will repurpose funds to complete the Northview Play Structure
Office Pod (Northview)	60,000	110,444	(50,444)	Additional funds (\$50,444) needed to complete Northview's Office Pod Unit. Funds will come from savings noted in this chart.
Total	1,089,000	507,161	581,839	Remaining funds of \$581,839 is to be repurposed to other cost categories (Supplies and Construction)

Travel - (\$60,000)

SETA is using reprogrammed funds to cover the costs for some of the additional out-of-state conferences that staff attended, which includes: R9HSA Family Engagement Conference, STEM Conference and the Region 9 HSA Conference. Along with the additional conferences, increased costs of conferences and travel accommodation will also be covered with the funds.

Supplies – (\$125,000)

SETA will also be using funds to continue to purchase various classroom supplies, furniture as needed to ensure a quality program, including safe and healthy environments. SETA has also noticed an increase in price for all supplies (classroom, office and technology) across the board.

Construction – (\$196,534)

SETA will repurpose funds to also go towards the outdoor major renovation project at Northview ELC. The project was previously approved using ARPA funds, however, due to various delays during the planning stages, more time is required. As a result, SETA will be utilizing Head Start and Early Head Start Basic funds to complete the project. The project completion date is anticipated to go beyond the project period for the ARPA grant. Projected completion date of the Northview ELC project is Summer 2025.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$14,790,106	\$440,000	\$15,230,106
Fringe Benefits	8,825,027	(239,695)	8,585,332
Travel	54,000	60,000	114,000
Equipment	1,089,000	(581,839)	507,161
Supplies	415,000	125,000	540,000
Contractual	29,407,291	-*	29,407,291
Construction	129,200	196,534	325,734
Other	6,075,380	-	6,075,380
Total	60,785,004	-	60,785,004
*SJUSD is requesting three (3) 1303 outdoor major renovation projects (\$1,058,453)			

1303 Facilities Request (San Juan Unified School District – Head Start Basic)

Construction – (\$1,058,453)

San Juan USD is requesting three (3) Facilities 1303 application approvals to complete outdoor major renovation projects. Each of the projects is to ensure a healthy and safe outdoor environment for the children. Projects are anticipated to start in late 2024 to early 2025 with an estimated completion date of July 2025. Below is a listing of the sites, projected costs and projects for each site:

SJUSD Site	Budget	Projects
Billy Mitchell	\$297,196	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt - Demolition and Removal of Old Gazebo and Sandbox
Kingswood	\$349,062	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt
Sunrise	\$412,195	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt - Relocate Sandbox - Bark for Play Area

Early Head Start Basic Budget Modification

Supplies – (\$154,395)

SETA will be utilizing the relinquished funds from Sacramento City USD to help offset the various supply costs for the expansion of EHS classrooms throughout the county. The supplies purchased will help to continue to ensure a high-quality program.

Construction – (\$1,010,000)

SETA will repurpose funds to also go towards the outdoor major renovation project at Northview ELC. The project was previously approved using ARPA funds, however, due to various delays during the planning stages, more time is required. As a result, SETA will be utilizing Head Start and Early Head Start Basic funds to complete the project.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$6,401,705	\$-	\$6,401,705
Fringe Benefits	3,800,395	(270,000)	3,530,395
Travel	-	-	-
Equipment	500,000	(200,000)	300,000
Supplies	460,358	154,395	614,753
Contractual	5,759,285*	(154,395)**	5,604,890
Construction	-	1,010,000	1,010,000
Other	2,213,395	(540,000)	1,673,395
Total	19,135,138	-	19,135,138
**SCUSD is relinquishing funds back to SETA			

No-Cost Extension Request

A 12-month No-Cost Extension in the amount not to exceed **\$9,951,947** is being requested to address:

- 1.) Incomplete pre-approved projects.
- 2.) Projects included in the Budget Modification Request above.

Agency	Head Start Basic	Head Start T&TA	Early Head Start Basic	Early Head Start T&TA	Total No-Cost Extension Amount
Twin Rivers Unified School District	\$876,653	\$3,435	\$87,762	\$8,741	\$976,591
Elk Grove Unified School District	1,182,060	13,376	-	-	1,195,436
Sacramento City Unified School District	595,263	23,123	154,395	7,500	780,281
San Juan Unified School	2,638,195	62,690	296,700	18,505	3,016,090

Agency	Head Start Basic	Head Start T&TA	Early Head Start Basic	Early Head Start T&TA	Total No-Cost Extension Amount
District					
W.C.I.C.	166,027	3,112	-	-	169,139
Sacramento County Office of Education	-	-	65,333	-	65,333
River Oak Center for Children	-	-	49,077	-	49,077
SETA	1,000,000	60,000	2,500,000	140,000	3,700,000
Total	6,458,198	165,736	3,153,267	174,746	9,951,947

Project List for No-Cost Extension Funds:

- Northview ELC (\$1,335,734) major outdoor renovation project (1303 Project)
- Northview Office Pod (\$110,444) (1303 Project)
- Northview Play Structure (\$150,000) (1303 Project)
- Various Deferred Maintenance Projects (Flooring, Countertops, Turf, Painting, Roofing, etc.) (\$800,000)
- Two (2) EHS Play Structures (\$300,000) (Sites TBD)
- Supplies purchase for both Head Start and Early Head Start classrooms (\$480,000)
- Delegate Agencies have submitted their individual plans and projects for their no-cost extension funds

Non-Federal Share

SETA and delegates will match any of the no cost extension funds with non-federal share not to exceed \$2,487,987. Non- federal share will come from various sources including state funds, volunteer hours, and other in-kind activities (FLIP, Interns, etc.).

INFORMATION ITEM IV-A
Workplace Violence Prevention Plan (SB 553)

Presenter: Bevan Richardson

BACKGROUND:

The state of California has recently passed Senate Bill 553 (Cortese) requiring the development of a Workplace Violence Prevention Plan (WVPP) to be incorporated into the existing Injury and Illness Prevention Program (IIPP), which will be monitored by CalOSHA. The WVPP will take effect on July 1, 2024 and will include:

- Detailed plans that address potential risks specific to each work area.
- Regular training for employees on how to handle and report incidents of workplace violence.
- Thorough record keeping of any incidents and the training provided.

SETA has been working with our insurance broker, Gallagher, on the creation of this plan and are on track to have the completed plan by the required start date. Training on the WVPP will begin in June and will be conducted annually as required.

Staff will be available to answer any questions.

INFORMATION ITEM IV-B

Report on American Express Corporate Account Rewards Points Program as of December 31, 2023

Presenter: Mario Maslac

BACKGROUND:

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

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

Attached for your information is the American Express Corporate Account Rewards Points Program for the period ending December 31, 2023.

Staff will be available to answer questions.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
AS OF DECEMBER 31, 2023**

Total REWARDS points as of December 31, 2022 (last reported to Board)	5,914,620
REWARDS points accumulated from January 1, 2023 to December 31, 2023	591,691
REWARDS points used for:	
Supplies, travel and miscellaneous expenses	-
Customer supports and incentives	-
Employee/Board recognition/wellness activities	(1,932,013)
Total REWARDS points used since the last reporting period	<u>(1,932,013)</u>
Total REWARDS points available/remaining	<u><u>4,574,298</u></u>

INFORMATION ITEM IV-C
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: Mr. Thomas Stuebner

DATE: May 14, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk fiscal monitoring of California Human Development

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 205,345	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	DW	\$ 51,336	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	OSY	\$ 166,000	7/1/23-6/30/24	7/1/23-12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: February 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	N/A	N/A
9	Indirect Cost Allocation	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: California Human Development

Findings and General Observations:

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

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Gina Wandell

DATE: April 19, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of January 30, 2024

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 350,595	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Dislocated Worker	\$ 87,648	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Out of School Youth	\$ 329,729	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Prison to Employment	\$ 47,250	4/1/23-11/30/25	4/1/23-12/31/23
CSBG	Family Self Sufficiency	\$ 63,874	1/1/23-12/31/23	1/1/23-12/31/23
CSBG	Safety Net	\$ 54,489	1/1/23-12/31/23	1/1/23-12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: January 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	Yes	No
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	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District Adult & Community Education

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act, Out-of-School Youth and Prison to Employment programs from July 1, 2023 to December 31, 2023. In addition, we reviewed the Community Service Based Grants programs, Family Self-Sufficiency and Safety Net 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. Dwayne Crenshaw

DATE: April 23, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Greater Sacramento Urban League

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 222,745	7/1/22 – 6/30/23	5/1/23 – 6/30/23
WIOA	DW	\$ 55,686	7/1/22 – 6/30/23	5/1/23 – 6/30/23
WIOA	OSY	\$ 127,854	7/1/22 – 6/30/23	5/1/23 – 6/30/23
WIOA	WAF 10PM	\$ 123,761	9/1/22 – 11/30/23	5/1/23 – 10/31/23
WIOA	WAF 10AM	\$ 25,000	8/1/22 – 12/31/23	8/1/22 – 7/31/23
WIOA	RERP	\$ 100,000	4/13/23 – 9/30/25	4/13/23 – 9/30/23
WIOA	P2E	\$ 47,250	4/1/23 – 11/30/25	4/1/23 – 7/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: December 12-13, 2023

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	No	Yes
2	Internal Control	No	Yes
3	Bank Reconciliations	No	Yes
4	Disbursement Control	No	Yes
5	Staff Payroll/ Files	No	Yes
6	Fringe Benefits	No	Yes
7	Participant Payroll	No	Yes
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: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for the Workforce Innovation and Opportunity Act and Workforce Accelerator grants 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 the review of personnel costs, it was discovered that one employee was charged to multiple grants in error resulting in 195% of their salary claimed across SETA funded grants. In total, \$8,464.00 will need to be returned to SETA. \$5,824.00 and \$2,640.00 for WIOA Adult and Prison to Employment respectively.
2. During the review of participant work experience costs, it was discovered that two participants were paid an incorrect rate of \$15.00 per hour rather than the California State Minimum of \$15.50 per hour as of January 1, 2023. In addition, both participants had one (1) hour of overtime that was not paid at an overtime rate. It was also determined that the timesheets were calculated incorrectly, resulting in both participants not being paid for five (5) hours of regular time worked. In total, GSUL underpaid both participants \$125.25 each, totaling \$250.50. Per the signed OSY contract, specifically, exhibit 5, section II, subsection H, " It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act..." To amend this error, it is SETA's recommendation that GSUL pay the participants their earned wages and all applicable payroll taxes. These corrections will not be reimbursable by SETA, as the grant period has closed.
3. A review of supportive services provided showed a total of \$3,479.16 of costs allocated to OSY, however GSUL claimed \$3,500 on their May billing. The difference of \$20.84 will need to be returned to SETA.
4. The review of other costs showed late fees totaling \$149.86 for internet services and electricity costs were paid for and allocated to SETA funded grants. Per 2 CFR 200.441, "Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable..." The total costs to be returned by funding source is as follows: RERP \$4.50, P2E \$1.50, and WAF10 PM \$29.97 totaling \$35.97.
5. The bank reconciliation for the months of May and June 2023 were completed in November 2023. Per GSUL's policies and procedures, bank reconciliations are supposed to be completed monthly by the 12th day of the month and sent to the CEO for approval by the 13th day of the month.

Please see the following page for a review of previous findings and recommendations for corrective action.

Review of previous Corrective Action:

Follow up on previous findings found that GSUL has been unable to provide SETA with invoices on a consistent monthly basis. GSUL previously stated on an August 14, 2023 proposed corrective action plan, "GSUL has engaged an outside consulting firm to be continually responsible for the tracking, reconciling, and reporting on restricted grant funds, including those provided by SETA. This additional capacity...will ensure that we are able to meet requirements from grant funders on a timely basis."

The accounting system that GSUL had previously expressed would be implemented on the corrective action plan referenced above has not been implemented and was not in use during this review. Per the corrective action plan, "GSUL has implemented new processes that enable the detailed tracking of grant-related expenses in our QuickBooks financial accounting system. Using the enhanced 'Projects' functionality, we are able to track both expenses and payroll costs within our live general ledger, rather than in spreadsheets..." Finding #1 was a direct result of GSUL using decentralized spreadsheets to track personnel costs.

Bank statements and reconciliations were provided in a timely manner and seemed to be complete. However, per finding #5 above, reconciliations need to be completed on a monthly basis to adhere to GSUL's policies and procedures.

Recommendations for Corrective Action:

1. GSUL will refund SETA a total of \$8,520.81 for the reimbursements made on SETA funded grants
2. GSUL will provide documentation demonstrating the participants received the monies owed to them.
3. GSUL will provide a corrective action plan detailing what systems and procedures will be implemented to provide SETA with monthly invoices no later than the 10th of the following month for which costs are claimed.
4. GSUL will write and provide to SETA a corrective action plan outlining how they will prevent these findings in the future, a plan for rolling out the new systems and how they will address training new staff on these systems. Additionally, the corrective action plan should detail what staff training will take place to ensure expenses are tracked per grant, documentation is easily accessible for review, and approval processes are in place.
5. It is recommended that GSUL reconsider the implementation of a centralized accounting system to reduce future risk.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Brenda Pate

DATE: May 2, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On site Fiscal Monitoring of Goodwill Industries

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$ 149,188	7/1/23-6/30/23	7/1/23-12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: January 29, 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	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: Goodwill Industries of Sacramento Valley

Findings and General Observations:

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

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Lisa Welze

DATE: April 23, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of International Rescue Committee

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL/ES	\$ 720,000	10/1/22 – 9/30/23	3/1/23 – 9/30/23
RSS	ES	\$ 280,000	10/1/22 – 9/30/23	4/1/23 – 9/30/23
RSS	Add'l Sup	\$ 196,420	10/1/22 – 9/30/23	4/1/23 – 9/30/23
RSS	ELL	\$ 214,400	10/1/22 – 9/30/23	4/1/23 – 9/30/23
WIOA	OSY	\$ 110,675	7/1/22 – 6/30/23	2/1/23 – 6/30/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 1/9/2024

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

Program Operator: International Rescue Committee

Findings and General Observations:

The total costs as reported to SETA for the Refugee Support Services and Workforce Innovation Opportunity Act programs have been traced to the subgrantee's fiscal records.

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Kathy Chao-Rothberg

DATE: May 2, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 240,000	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	DW	\$ 60,000	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	OSY	\$ 132,748	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	ESP	\$ 260,000	7/1/23-6/30/24	7/1/23-12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: April 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	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: Lao Family Community Development, Inc.

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act programs, Adult, Dislocated Worker (DW), Out of School Youth (OSY) and Equity and Special Populations (ESP) 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. Jessie Tientcheu

DATE: May 13, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of Opening Doors, Inc.

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

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: February 21, 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: Opening Doors, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Lisa Miller

DATE: April 23, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Pivot Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 164,000	7/1/23 – 6/30/24	7/1/23 – 12/31/23
WIOA	Dislocated Worker	\$ 41,000	7/1/23 – 6/30/24	7/1/23 – 12/31/23
WIOA	RERP	\$ 100,000	4/13/23 – 9/30/25	4/13/23 – 12/31/23
WIOA	WAF10.0 AM	\$ 25,000	8/1/22 – 12/31/23	7/1/23 – 12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 2/6/24

	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	No	Yes
6	Fringe Benefits	No	Yes
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: Pivot Sacramento

Findings and General Observations:

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

- 1) During a review of personnel costs charged to RERP, it was discovered that one employee was paid for 60 hours of work in a single pay period. This employee's timesheet only showed a total of 44.96 hours worked during the same pay period.
- 2) A review of 990 returns showed Pivot is out of compliance on their annual filings. For reference, Pivot's 990 for tax year 2022 was due May 15th, 2023.

Recommendations for Corrective Action:

- 1) Pivot will reimburse SETA \$319.34 for unverifiable salary and benefits or provide signed time keeping records that match the hours paid. This reimbursement can be credited on a future reimbursement claim or via check.
- 2) Pivot will provide SETA with a corrective action plan which details how Pivot plans to become up-to-date on their 990 returns.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Rose Ramos

DATE: April 23, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 232,800	7/1/23 – 6/30/24	7/1/23 – 12/31/23
WIOA	DW	\$ 58,200	7/1/23 – 6/30/24	7/1/23 – 12/31/23
WIOA	OSY	\$ 320,130	7/1/23 – 6/30/24	7/1/23 – 12/31/23
RSS	ELL	\$ 240,000	10/1/22 – 9/30/23	7/1/23 – 9/30/23
RSS	ADD'L Support	\$ 29,900	10/1/22 – 9/30/23	7/1/23 – 9/30/23

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	N/A	N/A
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	Yes	No
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 for the Workforce Innovation and Opportunity Act and the Refugee Support Services grant have been traced to the delegate agency records. The records were verified and appear to be in order with the exceptions noted below:

1) A review of support services claimed on the English Language Learner grant claimed in September totaled \$12,165.68. Documentation to support these expenses showed all claimed costs were incurred outside of the 22/23 program year. A portion of this total, a support service expense totaling \$1,965.08, was claimed during the previous fiscal monitoring that was found to be unallowable was attempted to be claimed again. No additional documentation was provided to support this expense. A detailed review of support services found on the ELL ledger found \$8,251.71 of credible support services that were not claimed for reimbursement. These verifiable costs will be netted from the unallowable total above, totaling \$3,913.97 of costs that must be returned to SETA.

2) SCUSD has an indirect cost rate of 3.26% and was applied correctly across all grants with the exception of the ELL grant for the month of September. For this month, SCUSD claimed indirect costs calculated using the direct support services mentioned in Finding #1 and totals \$396.60.

Recommendations for Corrective Action:

1) SCUSD will reimburse SETA \$4,310.57. The breakdown of this amount is as follows: \$3,913.97 calculated as the net of unallowable support services outlined in Finding #1 and verifiable support services tested during the review and \$396.60 of indirect costs calculated using direct support services outlined in Finding #2.

2) SCUSD will implement internal control procedures or training that provide staff the tools and ability of being able to locate the program year of each of its grants, so that expenses can be claimed in the appropriate time period to reduce future findings.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Vasseliki Vervilos

DATE: April 23, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Twin Rivers Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESEL/ES	\$ 414,300	10/1/23 – 9/30/24	10/1/23 – 2/29/24
RSS	ES	\$ 185,455	10/1/23 – 9/30/24	10/1/23 – 2/29/24
RSS	Add'l Sup	\$ 204,700	10/1/23 – 9/30/24	10/1/23 – 2/29/24
RSS	HAU	\$ 651,925	8/3/23 – 9/30/24	8/3/23 – 2/29/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 4/2/24

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Vasseliki Vervilos

DATE: April 23, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Twin Rivers Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL/ES	\$ 414,300	10/1/22 – 9/30/23	2/1/23 – 9/30/23
RSS	ES	\$ 185,455	10/1/22 – 9/30/23	2/1/23 – 9/30/23
RSS	Add'l Sup	\$ 204,700	10/1/22 – 9/30/23	2/1/23 – 9/30/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 4/2/24

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Lisa Culp

DATE: April 23, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Women’s Empowerment

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 48,500	1/1/23 – 12/31/23	1/1/23 – 12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 2/9/24

	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: Women's Empowerment

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

INFORMATION ITEM IV-D
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 May 15, 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			
City of Elk Grove	9	Account Clerk I -Fiscal Operations Unit	2
	9	Associate Planner	1
	9	Budget Manager	1
	9	Cache Logistics Coordinator	1
	9	Code Enforcement Manager	1
	9	Dispatcher	1
	9	Environmental Health & Safety Specialist	1
	9	Facilities Technician	1
	6	Fire Recruit -EMT	2
	6	Fire Recruit-Paramedic	1
	9	Homeless Services Navigator	1
	7	Information Technology Technician	1
	9	Maintenance Technician I/II	1
	9	Police Officer	1
	9	Police Recruit	1
	9	Program Manager -Youth Development Program Manager	1
	3	Public Works Inspector I/II	10
	9	Senior Animal Care Technician	1
	3	Senior Civil Engineer	1
	9	Senior Deputy City Clerk	1
	7	Senior Information Technology Analyst	1
	9	Senior Integrated Waste Equipment Operator	1
	9	Staff Assistant-Worker's Compensation	1
	3	Survey Party Chief	1
9	Veterinarian	10	
City of Sacramento	9	311 Customer Service Agent	1
	9	Account Auditor	1
	9	Account Clerk I	1
	9	Account Clerk II	1
	9	Accounting Technician	1
	9	Administrative Analyst	10
	9	Administrative Assistant	1
	9	Administrative Office	1
	9	Administrative Technician	3
	9	Airport Equipment Maintenance Superintendent	1
	9	Animal Care Technician	1

SETA- Employer Activity Report

The following is an update of information as of May 15, 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				
City of Sacramento	9	Animal Control Officer I	2	
	9	Animal Control Officer II	1	
	9	Aquatics Specialist	1	
	9	Assistant Camp Caretaker	1	
	9	Assistant Camp Chef	1	
	9	Assistant Chief Deputy District Attorney	1	
	3	Assistant Civil Engineer	3	
	9	Assistant Director of Public Safety Accountability	1	
	9	Assistant Engineer/Associate Engineer	1	
	9	Assistant Pool Manager	1	
	3	Associate Electrical Engineer	1	
	3	Associate Engineer/Architect	1	
	9	Associate Transportation Engineer	1	
	9	Budget Technician	1	
	9	Building Inspector I	1	
	3	Building Inspector II	1	
	3	Building Inspector IV	1	
	9	Building Maintenance Worker	1	
	9	Building Project Coordinator I	1	
	9	Building Project Coordinator II	1	
	9	Camp Aide	1	
	9	Camp Caretaker	1	
	9	Camp Chef	1	
	9	Camp Host	1	
	9	Camp Program Director	1	
	9	Camp Recreation Leader	1	
	3	Carpenter	1	
	9	Cashier-Aquatics	1	
	9	Chief, Public Health Laboratory Services	1	
	9	Child Support Officer I/II	2	
	9	Child Support Officer III	1	
			Code Enforcement Officer	1
	9		Community Center Attendant I	1
	9		Community Service Officer	2
9		Community Service Officer II	1	

SETA- Employer Activity Report

The following is an update of information as of May 15, 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			
City of Sacramento	9	Curator of Education	1
	9	Custodian Level I/II	2
	9	Customer Service Representative	2
	9	Customer Service Specialist	2
	9	Customer Service Supervisor	1
	9	D8-Council Representative	1
	3	Deputy Chief Building Official	1
	9	Deputy City Attorney/Senior Deputy City Attorney	1
	9	Deputy Coroner Level I/II	1
	9	Deputy Probation Officer	1
	9	Development Project Manager	1
	7	Dispatcher I - Recruit	2
	7	Dispatcher II	2
	9	Election Assistant	1
	9	Electrical Construction Inspector I	1
	9	Electrical Construction Inspector II	1
	9	Electrical Construction Inspector III	1
	9	Engineering Technician Level I/II	1
	9	Environmental Legislative and Regulatory Affairs Manager	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Equipment Mechanic III	1
	9	Equipment Serviceworker	1
	9	Events Duty Person	1
	9	Events Services Supervisor-Box Office Manager	1
	9	Executive Assistant	1
	9	Facilities Manager	1
	9	Fire Assistant Chief	1
	9	Geographic Information Systems Specialist II	1
	9	Governmental Affairs Manager	1
	9	Human Resources Manager III	1
	9	HVAC Systems Mechanic	1
	7	Information Technology Supervisor	1
9	Instrument Technician II	1	
9	Irrigation Technician	1	

SETA- Employer Activity Report

The following is an update of information as of May 15, 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			
City of Sacramento	3	Junior Engineer	1
	3	Junior Engineer - Development	1
	9	Junior Plant Operator Drainage Operations	1
	9	Labor Relations Analyst	1
	9	Legal Secretary I	1
	9	Lifeguard	2
	9	Machinist Helper	1
	9	Mayor Council Intern - District 8	1
	6	Mental Health Clinician	1
	9	Meter Reader	1
	9	Meter Reading Supervisor	1
	9	Office of Public Accountability Investigator	1
	9	Office of Public Safety Accountability Deputy Inspector General	1
	9	Office of Public Safety Accountability Senior Investigator	1
	9	Park Maintenance Worker II	1
	9	Park Ranger Supervisor	1
	9	Parking Enforcement Officer	1
	9	Parking Enforcement Supervisor	1
	9	Parking Lot Attendant	1
	9	Parking Meter Repair Worker	1
	9	Personnel Analyst	1
	9	Personnel Technician-Benefit Services	1
	9	Personnel Transactions Coordinator	1
	9	Plant Operator-Wastewater/Drainage Division	1
	3	Plumber	1
	9	Police Clerk III	1
	9	Police Officer	5
	9	Police Officer -Recruit	1
	9	Police Records Specialist I	1
	9	Pool Manager	1
	7	Principal Applications Developer	1
	9	Principal Construction Inspector	1
	9	Principal Human Resources Analyst	1
9	Process Control Supervisor	1	
9	Process Control Systems Specialist	2	
9	Program Developer-4th R	1	

SETA- Employer Activity Report

The following is an update of information as of May 15, 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			
City of Sacramento	9	Program Leader	1
	9	Program Manager	1
	9	Program Manager -Long Range Financial Planning	1
	9	Program Specialist	3
	9	Public Information Coordinator	1
	9	Real-Time Information Center Operator	1
	9	Recreation Manager	1
	9	Recycling Coordinator I	1
	6	Registered Dental Hygienist	1
	9	Registered Veterinary Technician	1
	9	Senior Accounting Technician	1
	9	Senior Administrative Assistant	1
	9	Senior Animal Care Technician	1
	9	Senior Council Representative -Chief of Staff- District 3	1
	9	Senior Deputy City Attorney	1
	3	Senior Engineer	1
	7	Senior Information Technology Support Specialist	1
	9	Senior Landscape Architect	1
	9	Senior Lifeguard	2
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	2
	9	Senior Staff Assistant	1
	9	Senior Station Engineer	1
	9	Sheriff's Lieutenant	1
	9	Stores Clerk II	1
	3	Street Construction Equipment Operator	1
	9	Structural Maintenance Supervisor	1
	9	Student Intern	2
	9	Student Trainee-Police Department	3
	3	Supervising Building Inspector	1
	9	Supervising Child Support Officer	1
	3	Supervising Code Enforcement Officer	1
	9	Supervising Criminalist	1
9	Supervising Financial Analyst	1	
3	Survey Technician Level I/II	1	
7	Systems Engineer-IT Operations	1	

SETA- Employer Activity Report

The following is an update of information as of May 15, 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			
City of Sacramento	9	Traffic Control and Lighting Technician Trainee	1
	3	Traffic Signs Maintenance Worker II	1
	9	Traffic Signs Maintenance Worker III	1
	9	Traffic Supervisor	1
	9	Traffic Worker II	1
	9	Utilities Operations and Maintenance Superintendent	1
	9	Youth Aide	1
Franchise Tax Board	9	Tax Technician	1
GAT Airline Ground Support	9	Airport Ramp Agent	15
HP Hood LLC	9	Maintenance Engineer	1
Kaiser Permanente	6	Environmental Specialist	6
Los Rios Community College	4	Account Clerk I	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	American Sign Language /Deaf Studies Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor (Studio Art)	1
	4	Assistant Financial Aid Officer	1
	9	Business Services Supervisor	1
	4	Business Technology Adjunct Assistant Professor Pool	1
	9	Case Manager	1
	4	Clerk II	1
	4	Clerk III	2
	4	Custodian	1
	4	Dean of Education and Health Professions	1
	4	Dean of Planning, Research, and Institutional Effectiveness	1
	4	Dean of Public Service	1
	4	Dean of Science, Technology, Engineering, and Math	1
	4	Dental Assisting Adjunct Professor Pool	1
	4	Design & Digital Media (Animation and Game Design Adjunct Assistant Professor	1
	4	Director (I) of Accounting Services	1
	4	Director (IX) of Foundation Accounting	1
	4	Director (V) of Financial Aid	1
	4	Director (VI) of Educational Options	1
4	Director (VII) of Native American Student Support and Success Program	1	

SETA- Employer Activity Report

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College	4	Director of Facilities Planning and Construction	1
	4	District Financial Aid Specialist	1
	4	Donor Relations Specialist	1
	4	Drafting-CADD Adjunct Assistant Professor	1
	4	Early Childhood Education Adjunct Assistant Professor Pool	1
	4	Economics Adjunct Assistant Professor Pool	1
	4	Educational Media Design Specialist	1
	4	Electrician Trainee Adjunct Assistant Professor Pool	1
	4	Electronics Technology Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language (ESL) Adjunct Assistant Professor Pool	1
	4	Ethnic Studies Assistant Professor	1
	4	Facilities Administrative Support Technician I	1
	4	Financial Aid Officer	1
	4	Financial Aid Supervisor	1
	4	Financial Aid Technician	1
	4	Fire Technology Adjunct Assistant Professor Pool	1
	4	Forestry Natural Resources Adjunct Assistant Professor Pool	1
	4	French Adjunct Assistant Professor Pool	1
	4	General Services Supervisor, Risk Management	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	Geomatics/Surveying Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Graphic Designer	2
	4	Health Information Technology Assistant Professor	1
	4	Health Services Assistant	1
	4	Healthcare Interpreting Adjunct Assistant Professor Pool	1
	4	History Adjunct Assistant Professor Pool	1
	4	Hospitality Management/Culinary Arts Adjunct Assistant Professor Pool	1
	4	Humanities and Religious Studies Adjunct Assistant Professor	1

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Los Rios Community College	4	Information Technology Specialist II - Microcomputer Support	1
	4	Instructional Assistant	3
	4	Instructional Assistant - Applied Music-Piano	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Music	2
	4	Instructional Assistant - Science - Mathematics Tutorial	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Development Adjunct Coordinator Pool	1
	4	Instructional Laboratory Supervisor - Science Programs	1
	4	Instructional Services Assistant II	1
	4	Laboratory Technician	4
	4	Laboratory Technician - Biology	1
	4	Lead Custodian	1
	4	Learning Disabilities Specialist/Disability Support Programs and Services Counselor	1
	4	Librarian Adjunct Assistant Professor Pool	1
	4	Maintenance Operations Clerk	1
	4	Maintenance Technician II	1
	4	Media Systems/Resources Technician II	1
	4	Medical Laboratory Technician Adjunct Assistant Professor Pool	1
	4	Medical-Surgical Nursing Assistant Professor	2
	4	Men's Cross Country/Track and Field Head Adjunct Coach	1
	4	Mental Health Clinician Supervisor	4
	4	Music Adjunct Assistant Professor Pool	1
	4	Nutritional Science/Dietetics Adjunct Assistant Professor Pool	1
	4	Operations Technician	1
	4	Outreach Specialist	1
	4	Paramedics/EMT Adjunct Assistant Professor Pool	1
	4	Payroll Accountant	1
4	Payroll Technician	1	
4	Police Communication Dispatcher	1	
4	Prison and Reentry Education Program and Special Projects Director II	1	

SETA- Employer Activity Report

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EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
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Los Rios Community College	4	Programmer II	1
	4	Public Relations Technician	1
	9	Purchasing Supervisor	1
	4	Real Estate Adjunct Assistant Professor Pool	1
	4	Recruit Training Officer	1
	4	Registered Veterinary Technician Adjunct Assistant Professor Pool	1
	4	Research Analyst	1
	4	Respiratory Care Adjunct Assistant Professor	1
	4	Risk Management Specialist	1
	4	Senior Buyer/Contract Specialist	1
	4	Sociology Adjunct Assistant Professor Pool	1
	4	Solar/Energy Technology Adjunct Assistant Professor Pool	1
	4	Special Projects - Education Coach I	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Project - Kondos Gallery Lead	1
	4	Student Support Assistant	1
	4	Special Projects - Test Proctor	1
	4	Special Projects - Virtual Reality Lab Assistant	1
	4	Speech Language Pathology Assistant Adjunct Assistant Professor Pool	1
	4	Student Personnel Assistant - Career & Job Opportunity Services	1
	4	Student Personnel Assistant - Counseling	1
	4	Student Personnel Assistant - Cultural Awareness Center	1
	4	Student Personnel Assistant - Student Life	1
	4	Student Personnel Assistant - Student Services	3
	4	Student Support Specialist	8
	4	Swim and Dive Adjunct Faculty Head Coach Pool	1
	4	Theatre Arts Adjunct Assistant Professor Pool	1
	4	Theater Technician	1
	4	Theatre Arts Adjunct Assistant Professor	1
	4	Theatre Arts Assistant Professor	1
	4	Tutorial Services Assistant	1
4	Utility Worker	1	
4	Veterinary Technology Assistant Professor and Program Coordinator	1	
4	Vice President of Administrative Services	1	
4	Vice President of Instruction	1	

SETA- Employer Activity Report

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

SETA- Employer Activity Report

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Sacramento Regional Transit	9	Bus Driver	6
	9	Community Bus Service	3
	9	Dispatch Supervisor	3
	9	Planner/Senior Planner	3
	9	Security Operations Center Specialist	3
United States Credit Bureau INC	9	Collector I	20
TNT Fireworks, Inc.	9	Seasonal/Summer Fireworks Stand Set Up Crew	1
	9	Seasonal/Summer Warehouse Associate	1
Western Range	9	Range Lamber	9
Total			514

INFORMATION ITEM IV-E
Dislocated Worker Update

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

Dislocated Worker Information PY 2023/2024

The following is an update of information as of May 24, 2024

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

Dislocated Worker Information PY 2023/2024

The following is an update of information as of May 24, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Foundations for California Community Colleges 1102 Q St. Ste. 4800 Sacramento, CA 95811	Education	9/29/2023	Permanent	259	Sacramento, CA	Yes	No
Ericsson Inc. 4119 S. Market Ct. Bldg. A, Suite 20 Sacramento, CA 95834	Telecommunications	9/29/2023	Permanent	94	Sacramento, CA	Yes	Yes
Gold Country Run & Sport 7610 Folsom Auburn Rd. Ste #160 Folsom, CA 95630	Retail	9/30/2023	Permanent	4	Folsom, CA	Yes	Yes
Centerra 501 I Street, Suite 5600 Sacramento, CA 95814	Security	9/30/2023	Permanent	33	Sacramento, CA	Yes	Yes
Sunrun 1172 W. National Dr. Ste. 50 Sacramento, CA 95834	Energy	10/2/2023	Permanent	50	Sacramento, CA	Yes	Yes
Carbon Health 2100 Franklin St Ste. 355 Oakland, CA 94612 (3 Sac County Locations)	Healthcare	10/9/2023	Permanent	3	Sacramento, CA	Yes	Yes
Cygnus Home Service, LLC dba Yelloh 999 Kent Street Elk Grove, CA95625	Food Delivery	10/20/2023	Permanent	8	Elk Grove, CA	Yes	Yes
Boston Pizza & Sports Bar 5511 Sunrise Blvd Citrus Heights, CA 95610	Food and Beverage	11/30/2023	Permanent	42	Citrus Heights, CA	Yes	Yes
Matheson Flight Extenders 7531 Metro Air Parkway Sacramento, CA 95837	Transportation	12/5/2023	Permanent	124	Sacramento, CA	Yes	Yes
Arden Hills County Club, Inc. 1220 Arden Hills Lane Sacramento, CA 95864	Resort	12/12/2023	Permanent	33	Sacramento, CA	Yes	Yes
SK hynix NAND Product Solutions Corp. dba Solidigm 10951 White Rock Rd. Rancho Cordova, CA 95670	Data Storage	12/29/2023	Permanent	172	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2023/2024

The following is an update of information as of May 24, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Intel Corporation 1900 Prairie City Road Folsom, CA 95630	Electronics	12/31/2023	Permanent	235	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Drive Building B Rancho Cordova, CA 95670	Healthcare	1/23/2024	Permanent	20	Rancho Cordova, CA	Yes	Yes
Rite Aid 10570 Twin Cities Rd. Galt, CA 95632	Retail	12/6/2023	Permanent	15	Galt, CA	Yes	Yes
Rite Aid 4980 Freeport Blvd. Sacramento, CA 95822	Retail	12/21/2023	Permanent	10	Sacramento, CA	Yes	Yes
Lost Boys Interactive 6417 Normandy Ln, Ste 201 Madison, WI 53719	Software Gaming	3/15/2024	Permanent	1 (75)	Sacramento, CA		Yes
Matheson Postal Services 9785 Goeth Road Sacramento, CA 95827	Transportation	1/31/2024	Permanent	28	Sacramento, CA	Yes	Yes
CalPac Pizzall, LLC 9015 Bruceville Road Elk Grove, CA 95758	Food and Beverage	2/12/2024	Permanent	4	Sacramento, CA	Yes	Yes
Delta Dental 11185 International Dr Rancho Cordova, CA 95670	Healthcare	5/17/2024	Permanent	37	Rancho Cordova, CA	Yes	Yes
Parker Hannifin Corp BWF Division 8314 Tiogawoods Dr Sacramento, CA 95828	Technology	4/1/2024	Permanent	8	Sacramento, CA	Yes	Yes
Rite Aid 7211 Elk Grove Blvd. Elk Grove, CA 9578	Retail	4/17/2024	Permanent	20	Sacramento, CA	No	Yes
Rite Aid 5610 Stockton Blvd. Sacramento, CA 95824	Retail	4/17/2024	Permanent	20	Sacramento, CA	No	Yes

Dislocated Worker Information PY 2023/2024

The following is an update of information as of May 24, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
99 Cents Only Store 4440 Florin Rd Sacramento, CA 95823	Retail	6/3/2024	Permanent	40	Sacramento, CA	Yes	Yes
99 Cents Only Store 2224 El Camino Ave Sacramento, CA 95821	Retail	6/3/2024	Permanent	50	Sacramento, CA	Yes	Yes
99 Cents Only Store 2351 Northgate Blvd. Sacramento, CA 95833	Retail	6/3/2024	Permanent	39	Sacramento, CA	Yes	Yes
Cracker Barrel Old Country Store 1000 Howe Ave. Sacramento, CA 95825	Food and Beverage	6/14/2024	Permanent	70	Sacramento, CA	Yes	Yes
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Red Lobster 1400 Howe Avenue Sacramento, CA 95825	Food and Beverage	5/15/2024	Permanent	150	Sacramento, CA	No	Yes
Well Space 1500 Cal Expo Pkwy. Sacramento, CA 95815	Healthcare	6/30/2024	Permanent	135	Sacramento, CA	Yes	Yes
Off Duty Services, Inc. 6600 Bruceville Road Sacramento, CA 95823	Protection Services	7/28/2024	Permanent	10	Sacramento, CA	Yes	No
				2,049			

INFORMATION ITEM IV-F

Unemployment Update/Press Release from the Employment Development Department

Presenter: Roy Kim

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of April was 4.5%.

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)**

Private Education and Health Services leads month-over and year-over job growth

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.5 percent in April 2024, down from a revised 4.9 percent in March 2024, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.9 percent in Placer County, 4.5 percent in Sacramento County, and 5.1 percent in Yolo County.

Between March 2024 and April 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 6,400 to total 1,105,700 jobs.

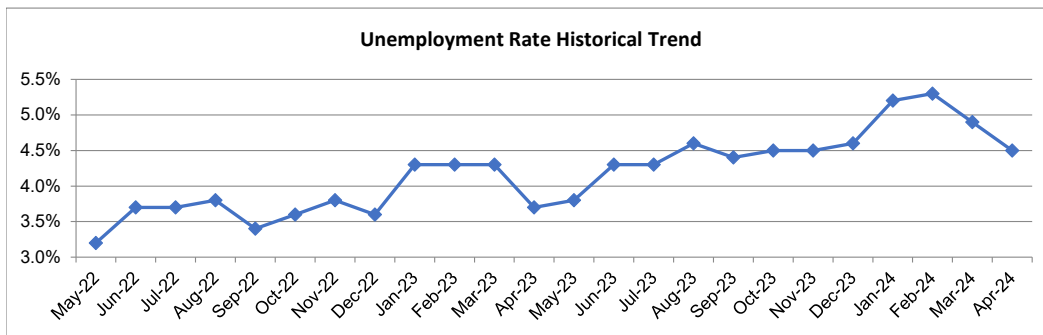
- Private education and health services payrolls continued to trend up in April with the addition of 2,800 jobs. Healthcare and social assistance (up 2,600 jobs) accounted for 93 percent of the growth. Private educational services reported an additional 200 jobs.
- Employment in professional and business services increased by 1,100 jobs. Job gains occurred in administrative and support and waste services (up 1,000 jobs) and professional, scientific, and technical services (up 100 jobs). Management of companies and enterprises remained unchanged.
- Over the month, leisure and hospitality payrolls rose by 900 jobs. Accommodation and food services was responsible for the increase.
- Meanwhile, three industries reported small employment declines: financial activities (down 300 jobs), manufacturing (down 200 jobs), and information (down 100 jobs).

Between April 2023 and April 2024, total jobs in the region increased by 31,900 or 3.0 percent.

- Private education and health services continued to lead the region in year-over gains with an increase of 18,200 jobs. Within the industry, healthcare and social assistance rose by 17,400 jobs, while private educational services added 800 jobs.
- Government employment grew by 8,700 jobs when compared to last April. Job growth was spread across state government (up 4,300 jobs), local government (up 4,100 jobs), and federal government (up 300 jobs).
- Year-over employment in professional and business services expanded by 3,100 jobs. Administrative and support services (up 2,300 jobs) and professional and scientific, and technical services (up 1,100 jobs) were responsible for the expansion. These gains were offset by a decline of 300 jobs in management of companies and enterprises.
- On the downside, trade, transportation, and utilities (down 1,400 jobs), information (down 900 jobs), and manufacturing (down 400 jobs) recorded year-over declines.

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 4.5 percent in April 2024, down from a revised 4.9 percent in March 2024, and above the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.2 percent in El Dorado County, 3.9 percent in Placer County, 4.5 percent in Sacramento County, and 5.1 percent in Yolo County.



Industry	Mar-2024	Apr-2024	Change		Apr-2023	Apr-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,099,300	1,105,700	6,400		1,073,800	1,105,700	31,900
Total Farm	8,600	9,300	700		8,500	9,300	800
Total Nonfarm	1,090,700	1,096,400	5,700		1,065,300	1,096,400	31,100
Mining, Logging, and Construction	75,700	76,100	400		73,000	76,100	3,100
Mining and Logging	600	600	0		400	600	200
Construction	75,100	75,500	400		72,600	75,500	2,900
Manufacturing	39,900	39,700	(200)		40,100	39,700	(400)
Trade, Transportation, and Utilities	165,300	165,500	200		166,900	165,500	(1,400)
Information	9,200	9,100	(100)		10,000	9,100	(900)
Financial Activities	48,800	48,500	(300)		48,400	48,500	100
Professional and Business Services	135,900	137,000	1,100		133,900	137,000	3,100
Private Education and Health Services	201,200	204,000	2,800		185,800	204,000	18,200
Leisure and Hospitality	111,500	112,400	900		112,400	112,400	0
Other Services	38,300	38,800	500		38,200	38,800	600
Government	264,900	265,300	400		256,600	265,300	8,700

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

Labor force data are revised month to month

May 17, 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

	Apr 23	Feb 24	Mar 24 Revised	Apr 24 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,118,000	1,146,200	1,147,300	1,136,500	-0.9%	1.7%
Civilian Employment	1,076,600	1,085,800	1,091,200	1,085,900	-0.5%	0.9%
Civilian Unemployment	41,500	60,400	56,100	50,600	-9.8%	21.9%
Civilian Unemployment Rate (CA Unemployment Rate)	3.7%	5.3%	4.9%	4.5%		
(U.S. Unemployment Rate)	4.1%	5.6%	5.4%	4.8%		
	3.1%	4.2%	3.9%	3.5%		
Total, All Industries (2)	1,073,800	1,095,400	1,099,300	1,105,700	0.6%	3.0%
Total Farm	8,500	8,100	8,600	9,300	8.1%	9.4%
Total Nonfarm	1,065,300	1,087,300	1,090,700	1,096,400	0.5%	2.9%
Total Private	808,700	825,200	825,800	831,100	0.6%	2.8%
Goods Producing	113,100	115,400	115,600	115,800	0.2%	2.4%
Mining, Logging, and Construction	73,000	75,300	75,700	76,100	0.5%	4.2%
Mining and Logging	400	600	600	600	0.0%	50.0%
Construction	72,600	74,700	75,100	75,500	0.5%	4.0%
Construction of Buildings	14,700	14,700	14,800	14,900	0.7%	1.4%
Specialty Trade Contractors	50,100	52,700	53,200	53,200	0.0%	6.2%
Foundation, Structure, and Building Exterior						
Co	12,700	13,900	14,000	14,000	0.0%	10.2%
Building Equipment Contractors	22,000	22,200	22,500	22,400	-0.4%	1.8%
Building Finishing Contractors	10,300	11,300	11,500	11,600	0.9%	12.6%
Manufacturing	40,100	40,100	39,900	39,700	-0.5%	-1.0%
Durable Goods	25,700	25,200	25,100	25,000	-0.4%	-2.7%
Computer and Electronic Product						
Manufacturing	4,300	4,300	4,200	4,200	0.0%	-2.3%
Non-Durable Goods	14,400	14,900	14,800	14,700	-0.7%	2.1%
Food Manufacturing	5,600	6,100	6,100	6,000	-1.6%	7.1%
Service-Providing	952,200	971,900	975,100	980,600	0.6%	3.0%
Private Service Providing	695,600	709,800	710,200	715,300	0.7%	2.8%
Trade, Transportation, and Utilities	166,900	166,600	165,300	165,500	0.1%	-0.8%
Wholesale Trade	28,700	28,400	28,400	28,500	0.4%	-0.7%
Merchant Wholesalers, Durable Goods	16,500	16,300	16,400	16,400	0.0%	-0.6%
Merchant Wholesalers, Nondurable Goods	10,700	10,400	10,500	10,500	0.0%	-1.9%
Retail Trade	97,500	98,600	98,300	98,900	0.6%	1.4%
Motor Vehicle & Parts Dealer	14,800	14,900	14,900	15,100	1.3%	2.0%
Building Material and Garden Equipment and						
Supplies	9,000	8,600	8,700	9,000	3.4%	0.0%
Grocery and Convenience Retailers	20,500	20,500	20,500	20,300	-1.0%	-1.0%
General Merchandise Retailers	19,600	20,200	20,200	20,300	0.5%	3.6%
Health and Personal Care Retailers	5,300	4,900	4,600	4,500	-2.2%	-15.1%
Clothing, Clothing Accessories, Shoe, and						
Jewelry	6,200	6,500	6,400	6,400	0.0%	3.2%
Sporting Goods, Hobby, Musical Instrument,						
Book	10,000	10,900	10,800	10,800	0.0%	8.0%
Transportation, Warehousing, and Utilities	40,700	39,600	38,600	38,100	-1.3%	-6.4%
Information	10,000	9,100	9,200	9,100	-1.1%	-9.0%
Publishing Industries	2,200	2,000	2,000	2,000	0.0%	-9.1%
Telecommunications	2,600	2,400	2,400	2,300	-4.2%	-11.5%
Financial Activities	48,400	49,100	48,800	48,500	-0.6%	0.2%
Finance and Insurance	30,400	30,400	30,300	29,900	-1.3%	-1.6%
Credit Intermediation and Related Activities	8,700	8,200	8,200	8,000	-2.4%	-8.0%
Depository Credit Intermediation including						
None	5,500	5,200	5,200	5,100	-1.9%	-7.3%
Nondepository Credit Intermediation	1,700	1,600	1,600	1,600	0.0%	-5.9%

May 17, 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

	Apr 23	Feb 24	Mar 24 Revised	Apr 24 Prelim	Percent Change	
					Month	Year
Insurance Carriers and Related Activities	18,600	19,200	19,000	18,900	-0.5%	1.6%
Real Estate and Rental and Leasing	18,000	18,700	18,500	18,600	0.5%	3.3%
Real Estate	14,200	14,200	14,100	14,200	0.7%	0.0%
Professional and Business Services	133,900	135,200	135,900	137,000	0.8%	2.3%
Professional, Scientific, and Technical Services	61,600	62,600	62,600	62,700	0.2%	1.8%
Architectural, Engineering, and Related						
Service	10,600	11,000	10,900	11,000	0.9%	3.8%
Management of Companies and Enterprises	13,000	12,600	12,700	12,700	0.0%	-2.3%
Administrative and Support and Waste						
Management and	59,300	60,000	60,600	61,600	1.7%	3.9%
Administrative and Support Services	55,900	56,500	57,000	57,900	1.6%	3.6%
Employment Services	17,600	17,100	17,100	16,800	-1.8%	-4.5%
Services to Buildings and Dwellings	18,100	18,500	18,700	18,900	1.1%	4.4%
Private Education and Health Services	185,800	200,000	201,200	204,000	1.4%	9.8%
Private Educational Services	16,200	16,700	16,800	17,000	1.2%	4.9%
Health Care and Social Assistance	169,600	183,300	184,400	187,000	1.4%	10.3%
Ambulatory Health Care Services	60,900	66,200	67,000	68,200	1.8%	12.0%
Hospitals	26,300	27,600	27,800	28,200	1.4%	7.2%
Nursing and Residential Care Facilities	18,100	20,000	20,100	20,400	1.5%	12.7%
Leisure and Hospitality	112,400	111,500	111,500	112,400	0.8%	0.0%
Arts, Entertainment, and Recreation	20,300	20,500	20,600	20,600	0.0%	1.5%
Accommodation and Food Services	92,100	91,000	90,900	91,800	1.0%	-0.3%
Accommodation	9,100	9,500	9,500	9,500	0.0%	4.4%
Food Services and Drinking Places	83,000	81,500	81,400	82,300	1.1%	-0.8%
Restaurants and Other Eating Places	78,700	77,000	76,900	77,800	1.2%	-1.1%
Full-Service Restaurants	33,800	33,300	33,300	33,700	1.2%	-0.3%
Limited-Service Restaurants and Other						
Eating	44,900	43,700	43,600	44,100	1.1%	-1.8%
Other Services	38,200	38,300	38,300	38,800	1.3%	1.6%
Repair and Maintenance	11,200	11,500	11,700	11,700	0.0%	4.5%
Government	256,600	262,100	264,900	265,300	0.2%	3.4%
Federal Government	14,300	14,600	14,700	14,600	-0.7%	2.1%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
Total State and Local Government	242,300	247,500	250,200	250,700	0.2%	3.5%
State Government	134,100	137,000	137,900	138,400	0.4%	3.2%
State Government Educational Services	28,800	29,100	29,600	29,700	0.3%	3.1%
State Government Excluding Education	105,300	107,900	108,300	108,700	0.4%	3.2%
Local Government	108,200	110,500	112,300	112,300	0.0%	3.8%
Local Government Educational Services	59,600	59,900	61,600	61,300	-0.5%	2.9%
Local Government excluding Educational						
Services	48,600	50,600	50,700	51,000	0.6%	4.9%
County Government	19,800	20,400	20,400	20,400	0.0%	3.0%
City Government	10,200	10,500	10,800	10,700	-0.9%	4.9%
Special Districts plus Tribes	18,600	19,700	19,500	19,900	2.1%	7.0%

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,

May 17, 2024
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Sacramento--Roseville--Arden-Arcade MSA
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Industry Employment & Labor Force
March 2023 Benchmark

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
April 2024 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,213,200	18,281,900	931,400	4.8%
ALAMEDA	17	819,300	783,700	35,700	4.4%
ALPINE	30	580	550	30	5.5%
AMADOR	28	14,460	13,710	750	5.2%
BUTTE	33	92,600	87,300	5,300	5.7%
CALAVERAS	21	22,190	21,140	1,040	4.7%
COLUSA	57	10,790	9,120	1,660	15.4%
CONTRA COSTA	17	546,700	522,600	24,100	4.4%
DEL NORTE	34	9,040	8,520	520	5.8%
EL DORADO	13	94,500	90,500	4,000	4.2%
FRESNO	50	462,500	423,500	38,900	8.4%
GLENN	44	12,690	11,820	870	6.8%
HUMBOLDT	23	60,100	57,200	2,900	4.9%
IMPERIAL	58	71,500	60,300	11,200	15.7%
INYO	7	8,420	8,100	320	3.8%
KERN	54	396,800	360,000	36,800	9.3%
KINGS	53	58,900	53,500	5,400	9.2%
LAKE	35	28,400	26,710	1,690	6.0%
LASSEN	36	8,580	8,060	520	6.1%
LOS ANGELES	19	4,968,200	4,743,800	224,300	4.5%
MADERA	49	65,100	59,700	5,400	8.3%
MARIN	2	131,300	126,800	4,500	3.4%
MARIPOSA	29	7,340	6,950	390	5.4%
MENDOCINO	26	37,320	35,450	1,870	5.0%
MERCED	55	120,500	107,800	12,700	10.5%
MODOC	46	3,240	3,010	230	7.1%
MONO	5	9,170	8,840	330	3.6%
MONTEREY	48	222,400	204,600	17,800	8.0%
NAPA	7	72,000	69,300	2,700	3.8%
NEVADA	13	48,900	46,860	2,050	4.2%
ORANGE	6	1,580,400	1,522,600	57,800	3.7%
PLACER	11	196,100	188,400	7,700	3.9%
PLUMAS	52	7,270	6,610	660	9.1%
RIVERSIDE	23	1,151,100	1,095,200	55,900	4.9%
SACRAMENTO	19	735,300	702,000	33,300	4.5%
SAN BENITO	41	32,200	30,000	2,200	6.7%
SAN BERNARDINO	22	1,008,100	960,100	47,900	4.8%
SAN DIEGO	12	1,588,000	1,522,700	65,200	4.1%
SAN FRANCISCO	2	552,700	533,700	19,000	3.4%
SAN JOAQUIN	40	346,700	323,800	22,900	6.6%
SAN LUIS OBISPO	4	135,700	130,900	4,800	3.5%
SAN MATEO	1	437,500	423,200	14,300	3.3%
SANTA BARBARA	13	220,000	210,700	9,300	4.2%
SANTA CLARA	7	1,025,800	986,600	39,200	3.8%
SANTA CRUZ	41	132,400	123,500	8,900	6.7%
SHASTA	30	74,200	70,100	4,100	5.5%
SIERRA	38	1,310	1,230	90	6.5%
SISKIYOU	41	16,270	15,180	1,090	6.7%
SOLANO	23	203,400	193,400	10,000	4.9%
SONOMA	7	248,700	239,100	9,600	3.8%
STANISLAUS	45	247,700	230,300	17,400	7.0%
SUTTER	51	47,700	43,500	4,200	8.8%
TEHAMA	37	25,840	24,210	1,630	6.3%
TRINITY	38	4,520	4,230	290	6.5%
TULARE	56	214,700	191,500	23,200	10.8%
TUOLUMNE	30	19,760	18,690	1,080	5.5%
VENTURA	13	413,400	395,900	17,500	4.2%
YOLO	27	110,600	105,000	5,600	5.1%
YUBA	47	32,600	30,200	2,400	7.3%

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 IV-G
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

*April, 2024

- 4/4/24 - Bannon Creek had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
- 4/15/24 - EHS Homebase had a field trip to the Sacramento Zoo we prepared 170 sack lunches.
- 4/17/24 - Mather AM and PM classes had a field trip to the Growth Public School we prepared 30 sack lunches.
- 4/18/24 - Elkhorn site had a field trip to the Sacramento Zoo we prepared 96 sack lunches.
- 4/19/24-4/28/24 - North Ave closed due to replacing the HVAC.
- 4/22/24-4/26/24 - Alder Grove Preschool and EHS closed due to painting.
- 4/23/24 - Kennedy Estates had a field trip to the Southgate Library we prepared 24 sack lunches.
- 4/24/24 - Franklin had a field trip to the Sacramento Zoo we prepared 24 sack lunches.
- 4/26/24 - Preschool Homebase had a field trip to Fairytale Town we prepared 80 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
36,602	33,040	33,982	7

Total Amount of Meals and Snacks Prepared **104,088**

Purchases:

Food	\$123,250.66
Non - Food	\$14,074.89

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$676.07

Vehicle Gas / Fuel: \$3,144.50
 Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	227	15%	699	175	25%
Twin Rivers USD	160	48	30%	56	4	7 %
Elk Grove USD	480	88	18%	NA		
Sac City USD	676	108	16%	16	0	0%
San Juan USD	888	86	10%	164	7	4%
WCIC	100	6	6%	NA		
COUNTY TOTAL	3848	563	15%	935	186	20%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480	471	0	98%	0% +
Sacramento City USD	676	622	24 (95%)	92%	0% +
San Juan USD	888	717	119 (93%)	81%	0% +
SETA	1,544	1,473	0	95%	1% +
Twin Rivers USD	160	155	0	97%	2% +
WCIC/Playmate	100	84	0	84%	4% -
Total	3,848	3,522	143 (95%)	92%	1% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	141	12 (93%)	86%	1% +
SETA	699	667	0	95%	1% -
Twin Rivers USD	56	38	8 (79%)	68%	2%
SCUSD	16	0	16 (100%)	0%	0%
Total	935	846	36 (94%)	90%	1% -

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

Reasons for Program Under Enrollment

Elk Grove USD

- As EGUSD approaches the end of the school year, many under-enrolled classrooms have seen drops from either relocation of families, change in family status, or children that have been identified and offered placement within Special Ed.
- Many identified families opt to remain on the waitlist until space is available at their preferred sites.

Sacramento City USD

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots. CB Wire is awaiting licensing for HS classroom- totaling 24 enrollment slots.

San Juan USD

- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.
- San Juan Unified School District preschool sites have exhausted waitlists: Choices Charter; Cottage; Coyle; Encina; Garfield; Grand Oaks; Howe; Kingswood; Pasadena; Skycrest; Sunrise.
- San Juan Unified School District is increasing the number of Transitional Kindergarten sites throughout the district—10 TK classrooms will be on sites with ECE Preschool Classrooms.
- Most students on the waiting lists are 3 years old and due to Head Start requirements limiting the number of three-year old's that can be enrolled in a classroom, the spots remain unfilled.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 10 Education positions (Associate Teacher, Associate Teacher/Infant Toddler).

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 8 enrollment slots.
- Waiting list is exhausted at Village Early Head Start, program is actively recruiting in the following services areas: 95673, 95560, 95652.
- Staff vacancies in the following positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (3).

WCIC/Playmate

- WCIC/Playmate Head Start Programs are not currently operating at full capacity due to the presence of multiple childcare centers offering comparable services to families.
- Additionally, several families do not meet the age or income eligibility criteria for enrollment. Staff are continuing to recruit four-year-old children to meet 100% enrollment.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Actively identifying eligible children who are turning 3yrs old in our Parent Child Playgroup program, in addition to searching Child Plus student profiles to identify siblings of students who will be turning 3yrs old soon.
- With the ERSEA team almost fully staffed, we can consistently monitor online interest forms for children who are age-eligible for the current school year and incoming registrations for our 24-25 PreK school year.

Sacramento City USD

- Open Enrollment began on Monday, April 15, 2024. For the upcoming 2024-2025 school year we are focused on having all of our sites at 100% by September 30, 2024.
- The Early Head Start Coordinator is connecting with the enrollment team to create a plan on recruiting for EHS and reaching out to families for this program.
- School Community Liaison (SCL) and Parent Advisor are building partnerships with community organizations to attend upcoming events and raise awareness on the importance of preschool, and provide a variety of strategies on why Early Learning is important and how early learning can have a positive effect on the children and families.

San Juan USD

- School Community Workers provided flyers in the 95864; 95608; 95825; 95821; and 95864 zip codes. Locations include: schools, local markets and restaurants, San Juan Food Closet, and Lao Family Community Development, Inc.
- School Community Workers, and Community Engagement Content Specialist attended and tabled at District's Families Matter Conference on April 17th—providing flyers and information regarding our ECE programs.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There are 2 employment offers pending for the following positions: 2 Associate Teacher.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Healthy Kids Day, Resource Fair at Pivot Sacramento, Hagan Community Kids Day, Rio Linda Craft Fair, Women's Empowerment Presentation. From these recruitment events, 20 Interest Forms were completed with families inquiring of Head Start services.

Twin Rivers USD

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor. Contracted with Childcare Careers (CCC) substitute to temporarily fill vacancies.
- The ERSEA team recruited in the following community events or locations: Robertson Community Center and Department of Human Assistance.

WCIC/Playmate

- WCIC staff distributed recruitment flyers to Fortune School, Wellspring Women's Center, La Familia Counseling Center, Oak Park Community Center, and Wellspace Health-Oak Park.
- WCIC's provided transportation services for one family, by purchasing a monthly bus pass to access the program.

REPORTS TO THE BOARD ITEM V

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.