

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday September 5, 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, 85790410246# US (San Jose).

Meeting ID: 857 9041 0246

Passcode: 004939

[Find your local number](#)

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I.	CONSENT ITEMS:	
	A. Approval of Minutes of the August 1, 2024 Regular Board Meeting (Anita Maldonado)	1-21
	B. Approval of Claims and Warrants (Anita Maldonado)	22
II.	ACTION ITEMS:	
	A. General Administration	
	1. Timed Item 10:00 a.m. and Public Hearing Approval of Addition to SETA Personnel Policies and Procedures Section 9.23 Anniversary Recognition Program (Bevan Richardson)	23-25
	2. Approval of an Appointment to the Sacramento Works, Inc. Board (Roy Kim)	26-27
	B. Workforce Development Department General/Discretionary: No items One Stop Services: No items Community Services Block Grant: No items	
	Refugee Services:	
	1. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, and Additional Support Services, Program Year (PY) 2024-2025 (Michelle O’Camb)	28-38
	2. Approval to Reduce Funds to Refugee Program Service Providers Under the Refugee Support Services (RSS) Housing Assistance for Ukrainians (HAU) Grant, Program Year (PY) 2022-2025, Due to the California Department of Social Services, Refugee Programs Bureau’s Statewide Reallocation of Funds (Michelle O’Camb)	39-41
	C. Children And Family Services Department	
	1. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN) (Karen Griffith)	42-52
III.	INFORMATION ITEMS:	
	A. Fiscal Monitoring Reports (Mario Maslac)	53-55
	• Twin Rivers Unified School District	
	B. Employer Success Stories and Activity Report (William Walker)	56-60
	C. Dislocated Worker Update (William Walker)	61-63
	D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim/Cara Welch)	64-69
	E. Head Start Reports (Karen Griffith)	70-75
IV.	REPORTS TO THE BOARD:	76
	A. Chair	
	B. Executive Director	

- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

V. ADJOURNMENT

DISTRIBUTION DATE: Thursday, August 29, 2024

CONSENT ITEM I-A

Approval of Minutes of the August 1, 2024 Regular Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of the August 1, 2024 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday August 1, 2024 10:00 a.m.

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent: none

II. **PRESENTATION:** Strategic Planning Updates (Dalberg)

Mr. Joe Dougherty and Ms. Cassie He (present via Zoom) provided updates on SETA Strategic Planning. The presentation is attached to these minutes.

III. **CONSENT ITEMS:**

- A. Approval of Minutes of the June 6, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- D. Approval to Modify Cooperative Personnel Service's Vendor Services Contract
- E. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- F. Appointment of Member to the Community Action Board

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

- A. Approval of Minutes of the June 6, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- D. Approval to Modify Cooperative Personnel Service's Vendor Services Contract
- E. Approval of the One-Stop Share of Cost Agreement with the County Department of

Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement

F. Appointment of Member to the Community Action Board

Mr. Kim corrected item III-E; the approved amount is \$911,747.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

I. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 10:26 a.m. Returned from Closed Session at 10:35 a.m.

There was nothing to report out.

II. ACTION ITEMS:

A. General Administration

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

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

Mr. Maslac introduced himself and reviewed the final SETA budget provided to the Board members under separate cover. He advised that the budget includes \$1.6 million in Administration of Children and Family Services funds for a Cost-of-Living Adjustment (COLA) increase and the corresponding wage increase for all SETA staff. Also included in the final budget is \$1.3 million in California Department of Social Services (CCTR) funds.

Ms. Vang opened the public hearing at 10:37 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:37 a.m.

Moved/Guerra, second/Scherman, to adopt the Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Saurbourne introduced herself and reviewed the item. She advised that on April 24, 2024, the Office of Head Start released a program instruction regarding a 2.35% Cost-of-Living Adjustment (COLA) received as a result of the Further Consolidated Appropriations Act, 2024. The COLA supports an increase to the pay scales of Head Start and Early Head Start staff, including vacant positions. The SETA management team and the Union representatives agreed and signed the Memoranda of Understanding on salary and benefits as follows:

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

The ratification took place on July 15 and July 16, 2024, and it has passed.

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

Moved/Desmond, second/Guerra, to approve the Resolution and the negotiated salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

3. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Ms. Saurbourne advised that this item mirrors the previous item but covers unrepresented employees. It provides for the same salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

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

Moved/Scherman, second/Desmond, to approve the Personnel Resolution covering unrepresented employees providing for salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services:

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

Mr. Kim has reviewed the item. He advised that each year, SETA transfers funds from Dislocated Worker to Adult program, primarily for efficiency reasons. Staff recommends that the Board authorize the transfer of up to 100% of SETA's total WIOA Dislocated Worker formula allocation to the Adult program for PY 2024-2025, as it will provide additional flexibility for SETA if needed during the program year.

In response to Mr. Guerra's questions, Mr. Kim clarified that Dislocated Worker funds are based on formula allocation and are not affected by the amount transferred, so there is no associated risk.

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

1. Approval to Accept and Allocate Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program year 2024-2025

Ms. Griffith introduced herself and reviewed the item. She advised that SETA received a 2.35% COLA and program instructions from the Office of Head Start on April 24, 2024. This item requests the Board's approval to accept and allocate these funds, which will be used to increase the pay scale. The increases are permanent and become effective at the start of the FY 2024 budget period.

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Griffith reviewed the item and advised that based on the janitorial services provided in the past year, staff recommends extending three agreements with two current service providers for an additional year, effective July 1, 2024, through June 30, 2025.

Moved/Scherman, second/Desmond, to approve the extension of the agreements ending on June 20, 2024, with Custom Hi Tech Maintenance, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

V. INFORMATION ITEMS:

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

Mr. Walker provided an update on the closure of Big Lots stores. He advised that three locations are closing in the Sacramento area.

Mr. Walker advised that Construction Innovations will be laying off 165 employees. SETA conducted a job fair, and over 80% of affected individuals attended.

Mr. Walker additionally advised that SETA received a WARN notice on July 26 about Buca di Beppo laying off 49 of its employees. Due to the short notice, SETA was unable to provide employment assistance. However, it is known that the employer conducted a job fair and connected the laid-off employees with other restaurants in the area that could use their expertise.

- D. Unemployment Update/Press Release from the Employment Development Department:
Mr. Guerra requested additional information on the travel/hospitality category job reduction noted in the report provided.
- E. Head Start Reports:
Ms. Griffith provided an update on SETA's efforts for delegates' oversight. The team of delegate liaisons was brought on to strengthen oversight and support of SETA's delegate agencies. Additionally, letters to the Superintendents and Board Presidents were sent out informing them of increased expectations in the areas of enrollment, health, safety and supervision, and communication. The program team will be starting on-site at the delegate agencies next week.

VI. REPORTS TO THE BOARD:

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

Ms. Maldonado introduced the new Executive Coordinator, Tawanda Mitchell. She also advised that the SETA has selected a new Public Information Officer. The candidate accepted the offer, is currently going through the hiring process, and is expected to start soon.

C. Deputy Directors: No report

D. Counsel:
Mr. Thatch introduced the new member, Leticia Ramirez, and provided her background highlights.

E. Members of the Board:
Mr. Guerra expressed his gratitude for SETA's great work in providing quality early education and childcare for families in need.

F. Public: None

VII. ADJOURNMENT: The meeting adjourned at 10:53 a.m.

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



Dalberg

SETA Update on Strategic Planning Process for the Governing Board

AUGUST 2024

Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

Dalberg is a social enterprise focused on building a more inclusive and sustainable world

OUR MISSION

To build a more
**inclusive and
sustainable world**
where all people,
everywhere, can reach
their **fullest potential.**

WHO WE ARE

Founded in 2001, Dalberg is an impact advisory group that brings together strategy consulting, design thinking, big data analytics, and research to address complex social and environmental challenges.

In both our client work and our internal operations, we are committed to diversity, equity, and inclusion. We work to bring the voices of the communities we serve into the conversation, and we strive for inclusive solutions that advance a more just and equitable world.

We work with a wide spectrum of clients in the U.S. to catalyze positive change and combat historic and persisting injustices

FOUNDATIONS	NONPROFITS AND NETWORKS	GOVERNMENTS	PRIVATE SECTOR

Your Dalberg team



Joe Dougherty

Partner; Co-lead of Education to Employment Practice



Worked with LA County's Department of Economic Opportunity on a new, \$25 million Economic Mobility Initiative and a plan for centering opportunity in infrastructure projects



Advising Kern County (through Kern Community College District) on a regional development plan under the California Jobs First initiative



Drafted a National Action Plan for Adult Literacy with the Barbara Bush Foundation

Previously: UC Berkeley Haas School of Business; Johns Hopkins University SAIS, Deloitte



Cassie He

Justice Equity and Economic Mobility Fellow



Supported the portfolio evaluation of the Ford Future of Worker's portfolio



Supported an organizational effectiveness evaluation of IREX, a non-profit focused on delivering education and leadership training



Extensive experience in community engagement and advocacy

Previously: Boston Consulting Group

Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

We are engaged in a comprehensive 12 week process

WE ARE HERE



Our stakeholder engagement plan involves a multipronged approach



Interviews

- 9 meetings with senior management
- 2 delegate agencies
- 3 staff focus groups with 3-5 members each



Benchmarking

- Analogous organizations
- Fresno WFD, LA County Office of Education, NoRTEC
- Augmented by desk research



Staff Survey

- SETA wide survey, does not include delegate agencies or partners
- ~20 question survey
- 255 responses, largely representative of SETA staff



Desk research, document review, analysis

Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

Our analysis surfaced three key challenge areas for SETA

WHAT DOES THIS INCLUDE?

1 SETA offers a wide range of services that external and internal audiences may be less aware of

2 SETA manages multiple programs and hundreds of staff and there may be opportunity to strengthen cohesion and culture

3 SETA works with over a hundred partners often in complex and high-risk situations

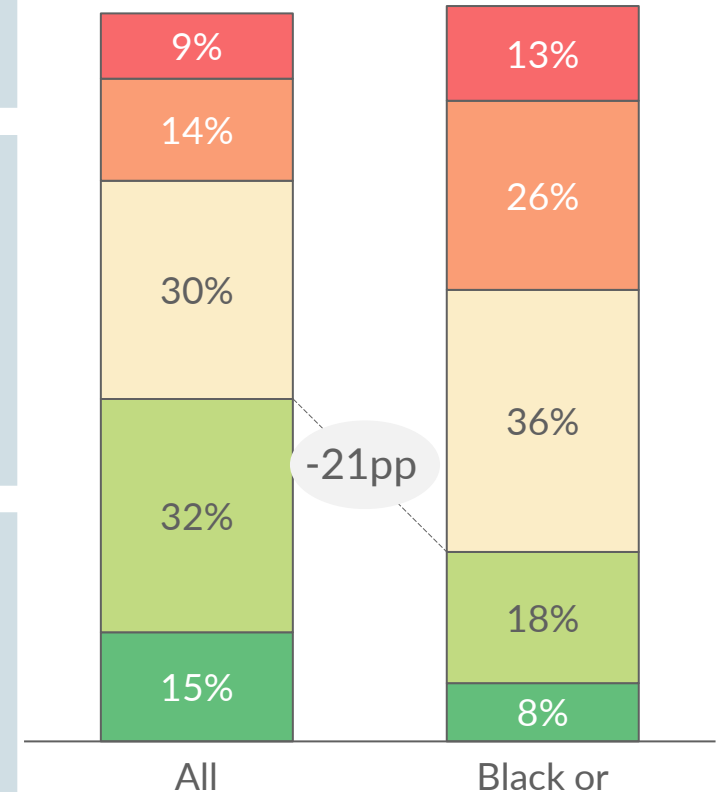
POINTS OF REFERENCE

- “I go on the website and I attend all the meetings but I still need more detail on the actual programs.”
- “I always hear from job seekers that they have never heard of SETA. I say SETA is Sacramento County’s best kept secret”

- “There is a need for more transparency about disciplinary action, how promotions happen, and on expectations from leadership”
- “Would be great to have more channels to track team performance and wellbeing so that we can increase accountability to our staff”

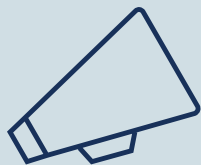
- “I want better collaboration from the job centers. I don’t want to be pitted against each other. Collaboration is what causes programs to thrive.”
- “There is a lack of structure for new programs. We need trainings, particularly for new staff”

I trust SETA leadership will swiftly and appropriately address ethical or serious values violations.



Our strategy will focus on these 3 pillars to support continued achievement of SETA's mission and vision

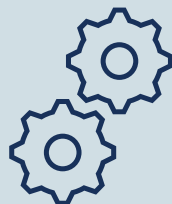
STRATEGIC INITIATIVE 1



AWARENES S

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

STRATEGIC INITIATIVE 2



COHESION

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff.

STRATEGIC INITIATIVE 3



PARTNERSHIPS

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients SETA works with.

Key milestones and next steps

Priorities

- Submit draft strategy document to Steering Committee this week
- Work with Steering Committee to outline specific action steps for strategy document
- Socialize strategy document with other SETA boards and SETA staff
- Roll out strategy document

Date	Key milestones
Aug 9th	All staff meeting
Aug 13 th	Management meeting
Aug 14 th	Community Action Board meeting
Aug 27 th	Policy Council Board meeting
Sept 24 th	Sacramento Works Board meeting

Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

What's on your mind?

- *What are your general reflections from these findings? Do any of them surprise you?*

Are they expected?

- *What do you see is the biggest opportunity to grow impact?*
- *What are the risks or obstacles to achieving that?*
- *What are your aspirations for SETA moving forward?*
- *What are your suggestions or questions for this strategic planning process?*

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 07/12/2024 through 08/09/2024.

BACKGROUND:

Anita Maldonado, Executive Director, has reviewed the claims for the period 07/12/2024 through 08/09/2024, and all expenses appear to be appropriate.

ACTION ITEM II-A-1

Timed Item 10:00 A.M. and Public Hearing

**Approval of Addition to SETA Personnel Policies and Procedures Section 9.23
Anniversary Recognition Program**

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the addition to the SETA Policies and Procedures Section 9.23 Anniversary Recognition Program.

BACKGROUND:

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

SETA values the hard work and commitment by Agency staff. In order to recognize this commitment, staff will receive additional Paid Leave hours every five (5) years based on landmark achievements in longevity. Additionally, staff will receive a lapel pin indicating their years of service at the specified milestones and will continue to be offered the opportunity for acknowledgement by the Agency's Governing Board upon reaching 20 years of service and every five (5) years thereafter.

The Head Start Policy Council approved the policy on August 27, 2024.

Anniversary Recognition Program

Section 9.23

The Agency Anniversary Recognition program is intended to show appreciation to all regular staff who have reached significant milestones in terms of service to the Agency. While this is intended as an ongoing benefit, just as all Agency budget line items, it is subject to funding capacity and grant approval processes.

- A. Effective on the first pay period after their five (5) year anniversary of Agency service and every five (5) years after that, employees shall receive Anniversary leave in an amount that coincides with their years of service as follows:

Years of Service	Leave Hours
5	4
10	8
15	12
20	16
25	20
30	24
35	28
40	32

- B. The following terms shall apply to the use of Appreciation Leave:
1. Anniversary leave requests shall be submitted to the supervisor and approved prior to use of the time.
 2. Anniversary leave time may be used in increments of less than a full day.
 3. Employees shall have one year from the date of receipt to utilize the leave.
 4. Anniversary leave time which is not used within a year may not be cashed out. If the employee was unable to use such leave due to unforeseen circumstances such as, but not limited to, leave of absence, prolonged illness or injury, and/or scheduling problems created by business needs, the leave balance may be carried over with the approval of the Executive Director (or Approving Authority).

- C. Employees who reach twenty (20) years of service and every five (5) years after that will have the option to be recognized by the Governing Board during their monthly meeting. Employees who will be reaching these milestones will be notified at the start of the month of their anniversary and will be given the option to be acknowledged by the Board at the next scheduled Board meeting.
 - a. This acknowledgement may be postponed in the event in-person Board meetings are discontinued for any reason.
- D. Employees who reach one (1) year of service and then at five (5) years and every five (5) years beyond will also receive a “Years of Service” lapel pin to recognize their achievement.
- E. Employees who leave the Agency and later return to Agency employment shall have their Anniversary leave eligibility based on their rehire date.

ACTION ITEM II-A-2

Approval of an Appointment to the Sacramento Works, Inc. Board

Presenter: Roy Kim

RECOMMENDATION:

Review the application and appoint Ms. Jennifer Saetern to be the County Department of Human Assistance (DHA) representative on the Sacramento Works Board.

BACKGROUND:

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

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

Due to the recent departure of Ms. Kristin Gibbons, there is a vacancy for the DHA representative. Ms. Jennifer Saetern, Division Manager with DHA, recently submitted an application for appointment to the WDB. Her application is being sent under separate cover.

WIOA Board Membership

Private Business* (must include two small businesses)	14
Labor/Workforce**	
Labor	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
Jennifer Saetern, Division Manager	Sacramento County Department of Human Assistance

ACTION ITEM II-B-1

Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, and Additional Support Services, Program Year (PY) 2024-2025

Presenter: Michelle O’Camb

RECOMMENDATION:

Approve the funding extensions for the RSS and RSS Set-aside programs, and the recommended funding for “additional” support services for PY 2024-2025, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2024-2025 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of 5 percent of their awards for supportive services. This is in addition to the housing, utilities and technology support provided under the “additional” support service awards.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2024, through September 30, 2025.
5. If the final allocations for the RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation after the first quarter of the program year and contingent upon provider performance.
7. If guidance from ORR indicates that the RSS Set-aside grant is eliminated for PY 2024-2025, the SA&CO Older Refugee program may be funded from the PY 2024-2025 RSS allocation, contingent upon receipt of the final RSS allocation.
8. Participants in Match Grant employment services provided by the World Relief or Lao Family Community Development are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

BACKGROUND:

As the designated administrator of the Refugee Support Services (RSS) and RSS Set-aside programs for the County of Sacramento, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement, and oversight of the programs to meet the local employment service and acculturation needs of refugees residing in Sacramento County. Local needs are determined through a planning process designated by the California Department of Social Services (CDSS) – Refugee Programs Bureau (RPB) and conducted by SETA on a three-year basis. RSS and RSS

ACTION ITEM II-B-1 (continued)

Page 2

Set-aside funds originate from the United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) and, through employment and acculturation assistance, are intended to result in early economic self-sufficiency and the reduced dependency on public assistance among refugees, asylees, certified victims of human trafficking, and individuals holding Special Immigrant Visas (SIVs).

Current providers of RSS and RSS Set-aside services were secured under delegate agreements by SETA through a Request for Proposals (RFP) process for a three-year funding period that began October 1, 2023, and ends September 30, 2026. The RFP and delegate agreements permit extensions for up to two additional years. This item recommends the extension of delegate agreements for one year beginning October 1, 2024.

Under SETA's RSS and RSS Set-aside programs, the following services, which are client centered and geared towards obtaining employment and acculturation services, are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT)
- English Language Learner (ELL) Workforce Navigator
- Social Adjustment and Cultural Orientation (SA&CO) – Services to Older Refugees (SOR)
- Support Services

Funding

Formula Funding Methodology -

RSS Formula – ORR determines each state's total RSS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent 12 months. Secondary migration of the populations from the state of initial settlement is also considered in reaching the final formula allocations. Funds received by the State of California, Department of Social Services – Refugee Programs Bureau (RPB) are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

RSS Set-aside Formula – RSS Set-Aside funding to each county is measured by the number of refugees 60 years of age and older reflected in the California Department of Health Care Services Medi-Cal Eligibility Data System (MEDS).

2024-2025 RSS and RSS Set-aside Funding Levels –

ACTION ITEM II-B-1 (continued)
Page 3

SETA has not received final notification of award for its RSS or RSS Set-aside programs for PY 2024-2025. After setting aside amounts, preliminary estimates indicate that funds available for allocation will be:

- **RSS** (Employment-focused services) - \$11,012,518
- **RSS** (Additional Support Services) - \$ 1,000,664
- **RSS Set-aside** (Serv. Older Refugees) - \$ 150,000

The amounts indicated above for allocation are estimates and are subject to change once final PY 2024-2025 allocations are received from CDSS-RPB.

Extension Recommendations

Staff is seeking approval to extend the current Refugee Program provider delegate agreements for one additional year in the total amount of \$11,012,518 to serve 2,997 refugees under RSS, and \$150,000 to serve 150 older refugees under RSS Set-aside. Recommended funding levels, as reflected in the attached charts, will be effective October 1, 2024, and are based on provider performance, on geographic diversification and high-volume program access/entry points, and on estimated numbers of refugee arrivals to Sacramento County next program year.

In addition to seeking approval to extend refugee program services, staff is recommending RSS funding in the amount of \$1,000,664 for “additional” support services, as indicated in the attached charts. If approved, this funding will be used to provide housing, utilities, and technology supports, including computer equipment or supplies that support virtual/remote learning efforts, virtual case management, and/or access to digital literacy, to refugees enrolled in an employment program activity. The recommended amounts of funding are based on the number of refugees to be served by provider under each employment program multiplied by the cost per participant of \$334.

Program Performance/Evaluation –

SETA staff routinely monitor and evaluate providers and their services for overall program performance and their ability to meet contractual performance levels. Evaluation criteria reviewed for performance includes:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works Job Center (SWJC) staff

ACTION ITEM II-B-1 (continued)

Page 4

Program performance through July 31, 2024, was used as the basis for funding extension recommendations. Through July 31, 2024, employment service programs enrolled a total of 2,724 customers with 1,599 (60 percent) entering employment, 94 percent retaining employment after 90 days, and an average wage at placement of \$18.66 per hour. An additional 132 refugees were served under the older refugee program receiving 800 service units, including 39 applications submitted for citizenship, and 28 individuals obtaining citizenship.

Funding extensions for each provider have been recommended based on total program performance score rankings. Rankings are determined as follows:

- Rank 1 – Total proposal and performance score of 70 percent or greater of total points possible
- Rank 2 – Total proposal and performance score of 60 to 69 percent of total points possible

Providers in Rank 1 are being recommended for the same funding level as the current program year. Providers in Rank 2 are recommended for a 2 percent decrease from the current year funding level. With the exception of Sacramento City U.S.D-Charles A. Jones & Education Center and World Relief, this extension recommendation funds providers at the maximum amounts requested in their year-one, budget proposals.

Although receiving a ranking of 2 for performance, as a relatively new RSS program provider, World Relief has been recommended for \$180,000 to serve 60 clients, a minimum level of funding necessary to sufficiently administrator and operate a RSS-funded program. Over the last three months, World Relief has made great improvement in their delivery of services and performance, however, earlier months' performance affected their overall performance ranking. As World Relief continues to develop administrative and operational capacity, staff may return with an augmentation recommendation later in the program year.

Funding for all RSS and RSS Set-aside activities will be subject to satisfactory year-end program performance, as well as satisfactory fiscal reviews. Refugee Program providers that do not meet year-end performance goals or receive satisfactory fiscal reviews may be subject to the de-obligation of funds.

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2024-25
Vocational English-as-a-Second Language/Employment Services (VESL/ES)**

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2023-24		FUNDING EXTENSION RECOMMENDATIONS, PY 2024-25	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Asian Resources, Inc.	\$560,000	140	140	\$560,000
1	Bach Viet Association, Inc.	1,500,000	375	375	1,500,000
1	International Rescue Committee, Inc.	960,000	240	240	960,000
1	Lao Family Community Development, Inc.	1,600,000	400	400	1,600,000
1	Twin Rivers USD	660,000	330	330	660,000
Totals		\$5,280,000	1,485	1,485	\$5,280,000

* Subject to the final award of 2024-25 RSS funding from ORR

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2024-25
Employment Services (ES)**

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2023-24		FUNDING EXTENSION RECOMMENDATIONS, PY 2024-25	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Asian Resources, Inc.	\$225,000	75	75	\$225,000
1	Bach Viet Association, Inc.	700,000	233	233	700,000
1	Folsom Cordova Community Partnership	270,000	90	90	270,000
1	International Rescue Committee, Inc.	420,000	140	140	420,000
1	Lao Family Community Development, Inc.	750,000	250	250	750,000
1	Twin Rivers USD	348,000	174	174	348,000
2	World Relief**	180,000	60	60	180,000
Totals		\$2,893,000	1,022	1,022	\$2,893,000

* Subject to the final award of 2024-25 RSS funding from ORR

**Recommended for level funding at Rank 2 to ensure adequate funding to administer and operate program.

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2024-25
Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT)**

Performance Ranking	PROVIDER NAME	CURRENT VESL/OJT FUNDING, PY 2023-24		FUNDING EXTENSION RECOMMENDATIONS, PY 2024-25	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Asian Resources, Inc.	\$242,000	30	30	\$242,000
1	Bach Viet Association, Inc.	950,000	119	119	950,000
1	Lao Family Community Development, Inc.	565,810	71	71	565,810
Totals		\$1,757,810	220	220	\$1,757,810

* Subject to the final award of 2024-25 RSS funding from ORR

**Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2024-25
English Language Learner (ELL) Workforce Navigator**

Performance Ranking	PROVIDER NAME	CURRENT ELL NAVIGATOR FUNDING, PY 2023-24		FUNDING EXTENSION RECOMMENDATIONS, PY 2024-25	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Elk Grove USD - Adult School	\$340,108	85	85	\$340,108
1	Folsom Cordova USD - Adult School	160,000	40	40	160,000
1	International Rescue Committee, Inc.	268,000	67	67	268,000
2	Sacramento City USD - Adult School	320,000	80	78	313,600
Totals		\$1,088,108	272	270	\$1,081,708

* Subject to the final award of 2024-25 RSS funding from ORR

**Refugee Support Services (RSS) Set-aside
Funding Extension Recommendations, PY 2024-25
SA&CO (Older Refugees)**

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2023-24		FUNDING EXTENSION RECOMMENDATION, PY 2024-25	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Slavic Assistance Center	\$150,000	150	150	\$150,000
	Totals	\$150,000	150	150	\$150,000

* Subject to the final award of 2024-25 RSS Set-aside funding from ORR

**RSS Additional Support Services
Funding Recommendations - PY 2024-25**

PROVIDER NAME	VESL/ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2024-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$334	140	\$46,760
Bach Viet Association, Inc.	334	375	125,250
International Rescue Committee, Inc.	334	240	80,160
Lao Family Community Development, Inc.	334	400	133,600
Twin Rivers USD	334	330	110,220
Totals		1,485	\$495,990

PROVIDER NAME	ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2024-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$334	75	\$25,050
Bach Viet Association, Inc.	334	233	77,822
Folsom Cordova Community Partnership	334	90	30,060
International Rescue Committee, Inc.	334	140	46,760
Lao Family Community Development, Inc.	334	250	83,500
Twin Rivers USD	334	174	58,116
World Relief	334	60	20,040
Totals		1,022	\$341,348

**RSS Additional Support Services
Funding Recommendations - PY 2024-25**

PROVIDER NAME	VESL/OJT SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2024-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$334	30	\$10,020
Bach Viet Association, Inc.	334	119	39,746
Lao Family Community Development, Inc.	334	71	23,714
Totals		220	\$73,480

PROVIDER NAME	ELL SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2024-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Elk Grove USD - Adult School	\$334	85	\$28,390
Folsom Cordova USD - Adult School	334	40	13,360
International Rescue Committee, Inc.	334	66	22,044
Sacramento City USD	334	78	26,052
Totals		269	\$89,846

ACTION ITEM II-B-2

Approval to Reduce Funds to Refugee Program Service Providers Under the Refugee Support Services (RSS) Housing Assistance for Ukrainians (HAU) Grant, Program Year (PY) 2022-2025, Due to the California Department of Social Services, Refugee Programs Bureau's Statewide Reallocation Of Funds

Presenter: Michelle O'Camb

RECOMMENDATION:

Approve the revised funding recommendations for the RSS employment program providers funded in PY 2022-2023, as indicated in the attached funding charts.

In addition, approve the following stipulation:

1. Providers must maintain status as recipients of RSS employment program funding to maintain eligibility for the HAU program funding.

BACKGROUND:

SETA's Refugee Program, operated under Refugee Support Services (RSS) grant funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), 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.

On July 10, 2023, RPB allocated funds to SETA under ORR's Housing Assistance for Ukrainians (HAU) program for the provision of housing and utility supports to eligible Ukrainian and non-Ukrainians arrivals displaced from the Ukraine. Access to HAU support requires enrollment in a RSS-funded program. Based on RPB's formula for allocation, SETA received the maximum award of \$5,000,000. After setting aside funds for administrative support, \$4,251,430 was approved by the Board for allocation to each of the RSS employment program providers based on program year (PY) 2023's funded enrollments.

On July 31, 2024, RPB issued Refugee County Letter (RCL) No. 24-05, Augmentation to the HAU Program Allocations, which establishes reallocations for RSS-funded (impacted) counties based on their service levels projected through grant's end, September 30, 2025. SETA's revised allocation is \$2,000,000.

As a result of SETA's revised allocation, staff is recommending the reduction of HAU funding for all RSS employment program providers based on the funded enrollment numbers awarded in PY 2022-2023, multiplied by the revised cost per participant of \$689. The previous cost per participants was \$1,465. The recommended, revised funding details can be found in the attached charts.

**RSS - Housing Assistance for Ukrainians (HAU)
"Revised" Funding Recommendations - PY 2022-25**

PROVIDER NAME	"REVISED" VESL/ES HAU FUNDING RECOMMENDATIONS, PY 2022-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$689	210	\$144,690
Bach Viet Association, Inc.	689	380	261,820
International Rescue Committee, Inc.	689	240	165,360
Lao Family Community Development, Inc.	689	310	213,590
Twin Rivers USD	689	300	206,700
Totals		1,440	\$992,160

PROVIDER NAME	"REVISED" ES HAU FUNDING RECOMMENDATIONS, PY 2022-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$689	110	\$75,790
Bach Viet Association, Inc.	689	281	193,609
Folsom Cordova Community Partnership	689	84	57,876
International Rescue Committee, Inc.	689	140	96,460
Lao Family Community Development, Inc.	689	190	130,910
Twin Rivers USD	689	145	99,905
Totals		950	\$654,550

**RSS - Housing Assistance for Ukrainians (HAU)
"Revised" Funding Recommendations - PY 2022-25**

PROVIDER NAME	"REVISED" VESL/OJT HAU FUNDING RECOMMENDATIONS, PY 2022-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$689	35	\$24,115
Bach Viet Association, Inc.	689	85	58,565
Folsom Cordova Community Partnership	689	40	27,560
Lao Family Community Development, Inc.	689	55	37,895
Totals		215	\$148,135

PROVIDER NAME	"REVISED" ELL HAU FUNDING RECOMMENDATIONS, PY 2022-25		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Elk Grove USD - Adult School	\$689	115	\$79,235
Folsom Cordova USD - Adult School	689	40	27,560
International Rescue Committee, Inc.	689	67	46,163
Sacramento City USD	689	75	51,675
Totals		297	\$204,633

ACTION ITEM II-C-1
Approval of Sacramento Corrective Action Plan- Risk Assessment Notification (RAN)

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

BACKGROUND:

On May 6, 2024, SETA received a Program Performance Summary Report indicating two areas of non-compliance. This status required a written timeline for correction and technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status could become a deficiency. The timeframe for correction has been extended to December 20, 2024.

Since receiving notification of monitoring findings, SETA has been working diligently with the STGI T/TA team to develop a robust Corrective Action Plan that is both responsive and innovative to new ways of supporting effective and safe programming. This includes addressing RAN Indicators:

- Systems for Program Management and Improvement: Safety and Supervision Training, Child Abuse Reporting, OHS Reporting, Monitoring, Data Systems, Governance
- Staffing and Staff Supports: Ratios, Substitutes, Professional Development, Staff Wellness, Work Environment
- Mental Health and Social Emotional Well Being: Mental Health Supports, Classroom Management, Positive Learning Environments

The Correction Action Plan will guide countywide practices to strengthen safety and supervision in recipient and sub-recipient programs.

Staff are available to answer any questions.

Corrective Action Plan

Grantee Name	Sacramento Employment & Training Agency	Plan Start Date	5/6/2024
Grant Award Number	09CH011763	Plan End Date	9/8/2024 (with extension expected)

Area of non-compliance

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>
<p>Twin Rivers- A group of 9 children were transitioning from playground to classroom. Child (F/ age 3.2) was left on playground for approximately 5 minutes. Staff found her hiding behind sink and returned her to the classroom.</p>	<p>TRUSD conducted a thorough review to understand what happened and to put safeguards in place to prevent similar incidents in the future. The employee who was involved in the incident did not follow the established Safety & Supervision plan.</p> <p>One of the key factors that contributed to the incident was inconsistent staffing in the classroom. A challenge occurred when the Early Childhood Special Education (ECSE) teacher left in October, leaving a gap in staffing that was filled with an inconsistent substitute. The district faced difficulties in hiring a replacement of the ECSE teacher and the ECE teacher for this classroom.</p> <p>The district participated in hiring fairs and established partnerships with colleges to find suitable candidates. A conditional offer was made to one ECE teacher</p>	<p>All required reports made (CCLD, SETA, OHS).</p> <p>SUPERvision Training is complete- Agenda and Sign in sheets have been submitted to SETA</p> <ul style="list-style-type: none"> - Program Wide retraining 2/7/24 - Village Site Specific training 2/22/24 <p>Corrective action to address external regulatory requirements has been completed and submitted to Community Care Licensing (Analyst- Tanya Washington) and SETA</p> <p>Internal Monitoring Plan submitted 2/23/24</p> <p>Operations Manager and Education Coordinator provided strategies on CLASS, Teaching Pyramid and Second Step (and best practices) to address behavior management.</p> <p>Quality Assurance has completed subsequent Unannounced visit for Village. 3/21/24 -All areas in compliance.</p> <p>All spring TRUSD Unannounced Visits are compliant for all areas.</p>

REVISED 8/26/24

Corrective Action Plan

	<p>candidate who unfortunately declined. A secondary offer was made with the condition of receipt of transcripts to ensure the candidate meets the qualifications for the position. The district is actively partnering with ECSE colleagues in hiring an ECSE teacher. We are continuing to explore all avenues to hire the best candidate for this position and to ensure that our staffing remains stable moving forward. The district was able to successfully place a more qualified long-term substitute who has more experience with Head Start inclusions classrooms. The placement of a lead teacher has significantly improved the process and oversight in classrooms.</p>	<p>Parent of child unsupervised was notified. Due to domestic issues, the family had to quickly relocate from the area. Child is no longer in program.</p> <p>All parents of the Village location were notified of the incident and signed the LIC9224- Acknowledgment of receipt of licensing report.</p> <p>Classroom team meeting now have allocated time to review Safety & Supervision plans to align with current practices and to ensure that it is effective in preventing incidents.</p> <p>A focus on personal rights will be added to beginning-of-the-year training for all staff. This will help to ensure that all staff are aware of and understand the importance of respecting and upholding the rights of children.</p> <p>TRUSD is seeking a Head Start program site supervisor who will play a crucial role in monitoring, training, and coaching all teachers. This additional layer of supervision and support will help to maintain a high standard of care and supervision in the program.</p>
--	---	--

Corrective Action Plan

Actions Taken to Strengthen Systems Program-wide

Key Element:	1302.90(c)(1)(v) Supervision Lapse				
Intended Outcome:	Ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
<p>Revamp Supervision training to improve zoning procedures, identify root causes of lapses, and strengthen internal classroom communication.</p> <p>Required elements:</p> <p><u>Supervision</u></p> <ul style="list-style-type: none"> -Zoning Strategies -Steps of SUPERvision (Stop, Unite/Gather, Perform a sweep, Exact count, Roll Call/Recount) -Staff Communication (Call/Response) -Use of tools (white boards, door bells, fisheye mirrors, markers for gathering spots etc) -Classroom Safety Plans <p><u>Personal Rights/Child Maltreatment</u></p> <ul style="list-style-type: none"> -Personal Rights- CCL -Standards of Conduct -Adult Self-Regulation Tools 	July- August 2024 for new materials	Megan Lamb- Operations (School readiness, Disabilities, Mental Health) Manager Operations Program Officers	ECLKC- MDI Resources- National Centers CC Licensing	<ul style="list-style-type: none"> • Review and approve Sub- recipient Training materials- Update- All materials were submitted and reviewed for required elements • Sign in sheets for attendees • Training Observed by QA staff and Program Specialist-Delegate Liaisons • Trainings were facilitated by SETA staff for EGUSD, SJUSD, TRUSD, • Trainings is scheduled to be facilitated by SETA staff for SCUSD on 8/21/24 • Trainings is scheduled to be facilitated by SETA staff for WCIC on 8/21/24 	<p>Zoning Complete 7/12</p> <p>Supervision Revamp by 7/19</p> <p>Letter to Delegate Directors sent 7/8/24</p> <p>Letters to Superintendents, Board presidents on 7/19/24</p> <p>SETA Operated training- 8/5/24- 8/8/24</p> <p>EGUSD Training 8/12/24-8/13/24</p>

REVISED 8/26/24

Corrective Action Plan

					<p>Twin Rivers Training 8/16/24</p> <p>SJUSD Training 8/12/24-EHS and 8/16/24 and 8/19/24 for HS</p> <p>SCUSD Training 8/21/24</p> <p>WCIC Training Scheduled for 9/6/24</p>
<p>Revamp Classroom Safety Plans to be more streamlined and to more directly identify risk and plans of action</p> <p>Develop Guidance for use of plan including required updates and monitoring</p>	<p>To start roll out the first week in August 2024. To be completed prior to new Program year and then anytime there is a staffing change</p>	<p>Megan Lamb- Operations (School readiness, Disabilities, Mental Health) Manager</p> <p>Betsy Uda- Safe Environments Manager</p> <p>Operations Program Officers</p>	<p>ECLKC- MDI Resources- National Centers</p> <p>CC Licensing</p>	<ul style="list-style-type: none"> • New Classroom Safety Form • Guidance for new form 	<p>Classroom safety plan was updated to include Zoning and communication. Classroom Safety Plans introduced at Inservice.</p> <p>All copies due to SETA by 9/10/24</p>
<p>Development of a tiered system of monitoring</p>		<p>Gricelda Ocegueda- Manager</p>	<p>MCQI tool</p> <p>RAN Guidance</p>	<p>Tier 1- Unannounced Safety & Supervision Visit Forms</p>	<p>Countywide QA visits- Unannounced Safety/</p>

REVISED 8/26/24

Corrective Action Plan

<p>Tier 1- Unannounced Safety/ Supervision Visits</p> <p>Tier 2- QA Expanded Unannounced Safety/ Supervision Visits</p> <p>Tier 3- Complete MCQI Safety/ Supervision Checklist</p>		<p>Jessica Roenfeldt- Quality Assurance Coordinator</p>	<p>Licensing- Title 22</p>	<p>Tier 2- QA Expanded Unannounced Safety & Supervision Visits</p> <p>Tier 3- Complete MCQI Safety/ Supervision Checklist</p> <p>Increased monitoring frequency for locations with previous incidents or risk factors during unannounced visits.</p>	<p>Supervision- Tier & Tier 2 October 18- December 3, 2024</p> <p>Training on new Tiered system and updated policies and procedures has been scheduled for QA content meeting on 9/25/24</p>
<p>Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations</p>	<p>August 2024</p>	<p>Karen Griffith- Deputy Director</p>	<p>Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations</p>	<p>Program Specialists are reviewing:</p> <ul style="list-style-type: none"> • Organizational Structure • RAN Protocols to Systems • Monitoring Plans • ECLKC IM's and guidance • Grant Submissions • Goals and Objectives 	<p>Program Specialists were hired and began assignments on 8/5/24</p> <p>Individual meetings with Delegate Directors have taken place for SJUSD, TRUSD, WCIC, EGUSD and scheduled for</p>

REVISED 8/26/24

Corrective Action Plan

					with SCUSD for 9/4/24
<p>Substitute Support</p> <ul style="list-style-type: none"> - Training of Supervision Protocols - Substitute Orientation - Substitute Checklist for site arrival 	Complete during Inservice	Patricia Marshall- Program Officer- Sub Systems	ECLKC T/TA guidance	<ul style="list-style-type: none"> • Sign in for Training • Substitute Passports • Onsite checklists • Communication Plans 	<p>All substitutes were brought in for training 8/5-8/8/24</p> <p>Communication plans for substitutes were developed by each classroom teaching team</p> <p>Classroom Safety Plans include Substitute orientation to site</p>
<p>Board Involvement- Parent Advisory Committee Policy Council Governing Board</p>	September 2024	Karen Griffith- Deputy Director	T/TA on CAP ECLKC	<p>Monthly updates to RAN CAP at Policy Council Meetings and Governing Board Meetings</p> <p>Completed Corrective Action Plan being submitted to Governing Board for approval</p>	<p>Letters to Boards July 19,2024</p> <p>Governing Board Meeting 9/5/24</p>

REVISED 8/26/24

Corrective Action Plan

Sub-Recipient Letters of Expectations to program leadership/ boards	July 2024	Karen Griffith- Deputy Director	T/TA on CAP FEI Plan ECLKC	Letters indicating high priority areas of Safety, Supervision, Personal Rights, Enrollment and communication expectations with SETA	Letters to Boards July 19,2024
QA and Safe Environments Manager will be visiting sites throughout the county to ensure facility and supervision safety risks are identified and rectified	September-October 2024	Betsy Uda- Compliance Manager Jessica Roenfeldt- QA Coordinator Supervisory	ECLKC	OHS Health and Safety Screener	QA visiting centers to complete Countywide OHS Health and Safety Screener 9/3/24-10/18/24
RAN Protocols to Systems	July 2024 and ongoing monitoring thereafter	Karen Griffith- Deputy Director		Detailed processes and procedures for compliance with expectations of RAN indicators See Attached Documents	SETA Operated- Completed SCUSD- Received EGUSD- Received TRUSD- Received WCIC- Received SJUSD- Received
RAN CAP Completion / Extension	9/8/24	Karen Griffith- Deputy Director		Letter to extend CAP to January 2025	To be submitted to ACF Region IX on 8/26/24

REVISED 8/26/24

Corrective Action Plan

Area of Non-Compliance

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>
<p>The above referenced incident on 2/6/24 was reported to ACF Regional Office on 2/13/24- 8 days after the incident therefore 1 day too late.</p>	<p>Though there had been guidance for sub-recipients on reporting to the recipient within 24 hours of an incident, there was a misunderstanding of the requirements. The sub-recipient understood that to mean 24 hours after receiving a CCL violation rather than the incident itself.</p>	<p>Immediate Actions include Directive sent to all sub- recipient directors and leadership staff: <i>I am reaching out to Delegate Directors and lead staff to convey a very important message regarding reporting of incidents that may occur in Head Start/ Early Head Start programs. There have been some misunderstandings regarding the reporting requirements to the grantee vs the reporting requirements to OHS. While webinars and trainings mention the 7 calendar days, that is the timeline for the grantee to connect with our OHS Program Specialist. However, the requirement for delegates to report to SETA is 24 hours. For these matters, I am the primary contact.</i> <i>After the 24- hour report has been made to the grantee but before the 7-calendar day reporting requirement to OHS, we will work together to gather the OHS requested information. Through this process, it may be ultimately determined that the incident may not raise to the level of OHS reporting, but it is important we have these conversations together to mitigate risk.</i> <i>If we are not able to gather the complete information prior to the OHS deadline, we will report what we have to stop the clock. Not having the complete information is not a legitimate reason not to report.</i> <i>Also, it is important to report potential risks even if it is unclear whether it will end up an actual issue. Do not wait for a decision from licensing or an internal Human Resources department. Report the following:</i> <i>Any allegations or suspicion of mistreatment or complaints made by a parent, co-worker, community member etc.</i> <i>Even if the information may not seem to raise to the level of warranting a report to Licensing.</i></p>

Corrective Action Plan

		<p><i>Even if an investigation has not been complete or if the investigation is anticipated to show that the incident did not occur or did not occur as initially presented</i></p> <p><i>Anytime an Unusual Incident Report has been submitted to Community Care Licensing</i></p> <p><i>Anytime CCL conducts an unannounced visit to investigate a self-reported incident or a complaint</i></p> <p><i>Anytime CCL conducts a regular annual visit that results in a violation (Whether Type A or Type B)</i></p> <p><i>I realize this feels vulnerable. When a situation occurs, it is not our best day or what we want to present as representative of our programs. But I assure you that not reporting comes with even bigger risk and consequences. If OHS discovers a program failed to report a significant incident within timelines or at all, the program will receive a monitoring finding, which may include a deficiency determination. Due to the collective number of incidents that have occurred in Sacramento County, the grantee will be developing and presenting more resources, monitoring and training around Safety, Supervision, Interactions and overall best practice. I will be reaching out regularly with new information and plans.</i></p>
--	--	--

Actions Taken to Strengthen Systems Program-wide

Key Element:	1302.102(d)(1)(ii) PDM- Reporting				
Intended Outcome:	All Sub-recipients will report incidents to Recipient within 24 hours and Recipient will report to ACF within 7 calendar days.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Clarification to all delegate Directors and leadership clarifying expectations and requiring a	2/13/24	Karen Griffith- Deputy Director	ECLKC-ACF-IM-HS-22-07	Confirmation document of Reporting Expectations (Google drive)	Complete

REVISED 8/26/24

Corrective Action Plan

confirmation of understanding response					
Add more language in Delegate/ Sub-recipient Contracts for the new program year	July- August 2024	Karen Griffith- Deputy Director SETA Contract Department	LACOE- GIM on Reporting WIPFLI- Subrecipient Monitoring Webinar	Sub- Recipient Contracts	Complete- Exhibit F has been updated to provide more explicit instructions
Reporting Procedures for each delegate written into RAN Protocols to Systems	August 2024	Karen Griffith- Deputy Director		See attached RAN Protocols to Systems	SETA Operated- Completed SCUSD- Received EGUSD- Received TRUSD- Received WCIC- Received SJUSD- Received
Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations	August 2024	Karen Griffith- Deputy Director Melanie Nicolas- Administration Program Officer	LACOE- Delegate Liaison Job Specification FA1/FA2 Monitoring Protocols Management Systems Wheel	Program Specialist duties	Program Specialists have started and have had orientations with delegate Directors and leadership teams

INFORMATION ITEM III-A
Fiscal Monitoring Reports

Presenter: Mario Maslac

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Vasseliki Vervilos

DATE: July 25, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Twin Rivers Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 2,493,894	8/1/23 – 7/31/24	8/1/23 – 2/29/24
Head Start	T & TA	\$ 15,930	8/1/23 – 7/31/24	8/1/23 – 2/29/24
Head Start	ARP	\$ 191,440	4/1/21 – 3/31/24	8/1/23 – 2/29/24
Head Start	CRRSA	\$ 48,920	4/1/21 – 3/31/24	8/1/23 – 2/29/24
Early HS	Basic	\$ 1,112,3808	8/1/23 – 7/31/24	8/1/23 – 2/29/24
Early HS	T & TA	\$ 13,712	8/1/23 – 7/31/24	8/1/23 – 2/29/24
Early HS	ARP	\$ 67,004	4/1/21 – 3/31/24	8/1/23 – 2/29/24
Early HS	CRRSA	\$ 17,122	4/1/21 – 3/31/24	8/1/23 – 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 Head Start and Early Head Start 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

INFORMATION ITEM III-B
Employer Success Stories and Activity Report

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

SETA- Employer Activity Report

The following is an update of information as of August 12, 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			
City of Elk Grove	3	Associate Engineer/Associate Civil Engineer	1
	9	Communications and Marketing Specialist	1
	9	Deputy City Attorney I-II/Senior Deputy City Attorney	
	9	Registered Veterinary Technician	1
	9	Veterinary Assistant	1
City of Sacramento	9	Administrative Analyst -Cannabis Policy and Enforcement	1
	9	Administrative Analyst-Regulatory Public Outreach	1
	9	Animal Care Technician	1
	3	Building Inspector I	1
	9	Development Project Manager	1
	7	Dispatcher I	1
	9	Dispatcher II	1
	9	Equal Employment Manager	1
	9	Events Associate	1
	9	Labor Relations Analyst	1
	9	Planning Director Mobility and Sustainability Manager	1
	9	Police Officer	1
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Program Specialist	1
	9	Senior Applications Developer Enterprise Applications	1
	9	Senior Code Enforcement Officer	1
	9	Senior Staff Assistant	1
	County of Sacramento	4	Accounting Technician
9		Airport Manager	1
9		Chief Financial and Administrative Officer	1
3		Construction Management Supervisor	1
9		Coroner Technician Level I/II	1
9		County Executive Office Management Analyst III	1
9		Crime and Intelligence Analyst	1
9		Deputy Clerk, Board of Supervisors Level I/II	1
9		Deputy Director, Airport Operations and Maintenance	1
9		Engineering Aide Land Surveying	1
9		Estate Inventory Specialist	1

SETA- Employer Activity Report

The following is an update of information as of August 12, 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			
County of Sacramento	9	Facilities Manager	1
	9	Family Service Supervisor	1
	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Human Services Division Manager Range A/B	1
	4	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Pharmacist	1
	9	Planning Technician	1
	9	Principal Planner	1
	9	Process Server	1
	9	Recreation Aide	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Election Assistant	1
	9	Senior Planner	1
	9	Senior Retirement Benefits Specialist	1
	9	Senior Utility Billing Services Representative	1
	9	Storekeeper - Fleet Services	2
	3	Supervising Building Inspector	1
	9	Supervising Deputy Clerk, Board of Supervisors	1
	9	Supervising Waste Management Specialist	1
Los Rios Community College District	4	Administrative Services Analyst	1
	4	Administration of Justice SRPSTC-Adjunct Assistant Professor Pool	1
	4	Accountant	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	1
	4	Alternate Media Design Specialist	1
	4	Art Adjunct Assistant Professor	1
	4	Art History Adjunct Assistant Professor Pool	1
	4	Athletic Trainer	1
	4	Campus Operations Supervisor	1
	4	Chemistry Assistant Professor	1

SETA- Employer Activity Report

The following is an update of information as of August 12, 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			
Los Rios Community College District	4	Classified Recruit Training Officer	1
	4	Clerk III	1
	4	Computer Information Science Assistant Professor	1
	4	Custodian	1
	4	Dean of Arts	1
	4	Director (I) of Human Resources	1
	4	Director (VI) of Training Source	1
	4	Director (X) for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Fashion Adjunct Assistant Professor	1
	4	Film and Media Adjunct Assistant Professor Pool	1
	4	Financial Aid Technician	2
	4	Fire Technology Adjunct Assistant Professor Pool	1
	4	Groundskeeper	1
	4	Hmong Adjunct Assistant Professor Pool	1
	4	Humanities Adjunct Assistant Professor Pool	1
	4	Information Technology Application Systems Supervisor	1
	4	Information Technology Specialist I - Help Desk Support	1
	4	Information Technology Technician II - Help Desk	1
	4	Instructional Assistant - Anthropology	1
	4	Instructional Assistant - Campus Computer Laboratory	1
	4	Laboratory Technician - Science	2
	4	Mathematics Adjunct Assistant Professor Pool	1
	4	Mental Health Advocate	1
	4	Nursing Assistant Professor - Psychology - Mental Health	1
	4	Nursing Assistant Professor - Medical Surgical Focus	1
	4	Paramedics/EMT Adjunct Assistant Professor Pool	1
4	Personal Activity Adjunct Assistant Professor Pool	1	
4	Photography Adjunct Assistant Professor Pool	2	
4	Police Officer	1	
4	Psychology Assistant Professor	1	

SETA- Employer Activity Report

The following is an update of information as of August 12, 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			
Los Rios Community College District	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Student Support Supervisor	1
	4	Theatre Arts Technical Adjunct Assistant Professor Pool	1
	4	Tutoring Adjunct Coordinator Pool	1
	4	Veterinary Technology Adjunct Assistant Professor Pool	1
	4	Vice President of Instruction	2
	4	Vice President of Student Services	1
	4	Vice President of Student Services & Equity	1
	4	Vietnamese Adjunct Assistant Professor Pool	1
	4	Women and Gender Studies Adjunct Assistant Professor Pool	1
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
TTEC Government Solutions, LLC	9	Bilingual Healthcare Customer Service Representative - Remote	2
UAW Center for Manufacturing a Green Economy	9	CMGE Community Director	1
	9	CMGE Workforce Development Director	1
Total			131

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

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

Dislocated Worker Information PY 2024/2025

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

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Off Duty Seivices 6600 Brucevile Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
Agilent Technologies, Inc. 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
Construction Innovations 10630 Mather Blvd. Suite 200 Mather, CA 95655	Construciton	8/20/2024	Permanent	165	Sacramento, CA	Yes	Yes
Coach USA 7701 Wilbur Way Sacramento, CA 95828	Transportation	9/3/2024	Permanent	59	Sacramento, CA	Yes	Yes
Big Lots 6630 Valley Hi Drive Sacramento, CA 95823	Retail	8/1/2024	Closure	12	Sacramento, CA	No	Yes
Big Lots 8700 La Riviera Dr Sacramento, CA 95826	Retail	8/1/2024	Closure	20	Sacramento, CA	No	Yes
Big Lots 9500 Greenback Lane Folsom, CA 95630	Retail	8/1/2024	Closure	22	Folsom, CA	No	Yes
Buca di Beppo 1249 Howe Ave Sacramento, CA 98518	Restaurant	8/2/2024	Closure	48	Sacramento, CA	Yes	Yes
Sunpower 3200 Dwight Road Suite 900 Elk Grove, CA 95758	Transportation	9/3/2024	Permanent	16	Elk Grove, CA	Yes	Yes

Dislocated Worker Information PY 2024/2025

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

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	1/25/2025	Permanent	186	Folsom, CA	Yes	Yes
				606			

INFORMATION ITEM III-D

Unemployment Update/Press Release from the Employment Development Department

Presenter: Roy Kim/Cara Welch

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of July was 5.1%.

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)**
Seasonal cutbacks in education led to month-over job decline

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.1 percent in July 2024, down from a revised 4.7 percent in June 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.8 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.5 percent in Placer County, 5.3 percent in Sacramento County, and 5.4 percent in Yolo County.

Between June 2024 and July 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 8,200 to total 1,105,300 jobs.

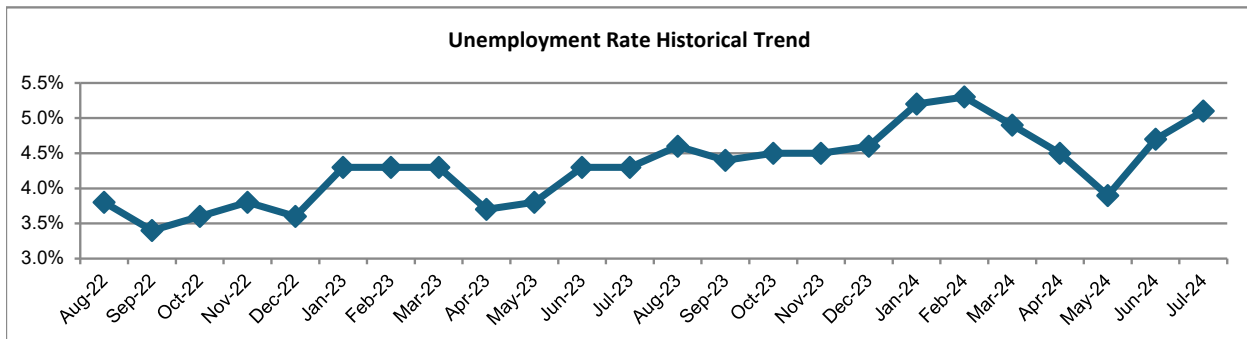
- Government (down 9,600 jobs) experienced a seasonal decline in employment as schools reduced staff for summer recess. Local government educational services accounted for 94 percent of the decrease.
- Over the month, private education and health services fell by 2,300 jobs. Healthcare and social assistance was responsible for most of the decline, shedding 2,100 jobs. Private educational services dropped by 200 jobs.
- On the upside, leisure and hospitality led month-over employment growth, adding 1,200 jobs. Job gains were reported in arts, entertainment, and recreation (up 700 jobs) and accommodation and food services (up 500 jobs).
- Farm payrolls continued to trend up from June to July, with the addition of 800 jobs.
- In July, employment in professional and business services increased by 500 jobs, with growth in professional, scientific, and technical services (up 500 jobs) and management of companies and enterprises (up 100 jobs). These gains were partially offset by a slight loss in administrative and support and waste services (down 100 jobs).

Between July 2023 and July 2024, total jobs in the region increased by 24,700 or 2.3 percent.

- Private education and health services continued to lead the region in year-over gains, adding 15,200 jobs. Within the industry, healthcare and social assistance rose by 13,400 jobs while private educational services added 1,800 jobs.
- Government employment expanded by 9,400 jobs when compared to last July. Employment additions were spread across local government (up 4,800 jobs), state government (up 4,500 jobs), and federal government (up 100 jobs).
- Other notable year-over employment growth included: professional and business services (up 2,900 jobs) and construction (up 1,500 jobs).
- On the contrary, five industries reported year-over declines: leisure and hospitality (down 2,100 jobs), trade, transportation, and utilities (down 1,300 jobs), information (down 1,100 jobs), manufacturing (down 400 jobs), and financial activities (down 200 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.1 percent in July 2024, up from a revised 4.7 percent in June 2024, and above the year-ago estimate of 4.3 percent. This compares with an unadjusted unemployment rate of 5.8 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in El Dorado County, 4.5 percent in Placer County, 5.3 percent in Sacramento County, and 5.4 percent in Yolo County.



Industry	Jun-2024	Jul-2024	Change		Jul-2023	Jul-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,113,500	1,105,300	(8,200)		1,080,600	1,105,300	24,700
Total Farm	9,800	10,600	800		9,900	10,600	700
Total Nonfarm	1,103,700	1,094,700	(9,000)		1,070,700	1,094,700	24,000
Mining, Logging, and Construction	78,200	78,300	100		76,800	78,300	1,500
Mining and Logging	600	600	0		600	600	0
Construction	77,600	77,700	100		76,200	77,700	1,500
Manufacturing	39,900	40,100	200		40,500	40,100	(400)
Trade, Transportation, and Utilities	166,800	167,000	200		168,300	167,000	(1,300)
Information	8,900	9,000	100		10,100	9,000	(1,100)
Financial Activities	48,600	48,700	100		48,900	48,700	(200)
Professional and Business Services	136,500	137,000	500		134,100	137,000	2,900
Private Education and Health Services	205,100	202,800	(2,300)		187,600	202,800	15,200
Leisure and Hospitality	112,800	114,000	1,200		116,100	114,000	(2,100)
Other Services	38,800	39,300	500		39,200	39,300	100
Government	268,100	258,500	(9,600)		249,100	258,500	9,400

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month

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

Data Not Seasonally Adjusted

	Jul 23	May 24	Jun 24	Jul 24	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,133,900	1,129,600	1,133,200	1,142,500	0.8%	0.8%
Civilian Employment	1,085,300	1,085,600	1,080,000	1,084,300	0.4%	-0.1%
Civilian Unemployment	48,600	44,000	53,200	58,100	9.2%	19.5%
Civilian Unemployment Rate	4.3%	3.9%	4.7%	5.1%		
(CA Unemployment Rate)	4.8%	4.6%	5.3%	5.8%		
(U.S. Unemployment Rate)	3.8%	3.7%	4.3%	4.5%		

Total, All Industries (2)	1,080,600	1,108,600	1,113,500	1,105,300	-0.7%	2.3%
Total Farm	9,900	9,500	9,800	10,600	8.2%	7.1%
Total Nonfarm	1,070,700	1,099,100	1,103,700	1,094,700	-0.8%	2.2%
Total Private	821,600	831,500	835,600	836,200	0.1%	1.8%
Goods Producing	117,300	116,900	118,100	118,400	0.3%	0.9%
Mining, Logging, and Construction	76,800	77,200	78,200	78,300	0.1%	2.0%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	76,200	76,600	77,600	77,700	0.1%	2.0%
Construction of Buildings	15,100	15,100	15,300	15,400	0.7%	2.0%
Specialty Trade Contractors	52,900	54,400	55,400	55,300	-0.2%	4.5%
Foundation, Structure, and Building Exterior C	14,200	14,500	14,700	14,800	0.7%	4.2%
Building Equipment Contractors	22,600	22,900	23,300	23,200	-0.4%	2.7%
Building Finishing Contractors	10,500	11,700	11,900	11,900	0.0%	13.3%
Manufacturing	40,500	39,700	39,900	40,100	0.5%	-1.0%
Durable Goods	25,700	24,900	25,000	25,100	0.4%	-2.3%
Computer and Electronic Product Manufacturin	4,400	4,200	4,200	4,200	0.0%	-4.5%
Non-Durable Goods	14,800	14,800	14,900	15,000	0.7%	1.4%
Food Manufacturing	5,800	6,100	6,100	6,200	1.6%	6.9%
Service-Providing	953,400	982,200	985,600	976,300	-0.9%	2.4%
Private Service Providing	704,300	714,600	717,500	717,800	0.0%	1.9%
Trade, Transportation, and Utilities	168,300	166,100	166,800	167,000	0.1%	-0.8%
Wholesale Trade	28,700	28,800	28,900	28,700	-0.7%	0.0%
Merchant Wholesalers, Durable Goods	16,600	16,500	16,700	16,700	0.0%	0.6%
Merchant Wholesalers, Nondurable Goods	10,600	10,500	10,400	10,300	-1.0%	-2.8%
Retail Trade	98,200	99,200	99,500	99,600	0.1%	1.4%
Motor Vehicle & Parts Dealer	14,600	15,100	15,000	15,100	0.7%	3.4%
Building Material and Garden Equipment and S	8,900	9,000	9,100	8,900	-2.2%	0.0%
Grocery and Convenience Retailers	20,600	20,600	20,600	20,800	1.0%	1.0%
General Merchandise Retailers	20,000	20,300	20,500	20,600	0.5%	3.0%
Health and Personal Care Retailers	5,200	4,500	4,500	4,400	-2.2%	-15.4%
Clothing, Clothing Accessories, Shoe, and Jev	6,600	6,400	6,500	6,600	1.5%	0.0%
Sporting Goods, Hobby, Musical Instrument, B	10,400	10,800	10,800	10,800	0.0%	3.8%
Transportation, Warehousing, and Utilities	41,400	38,100	38,400	38,700	0.8%	-6.5%
Information	10,100	8,900	8,900	9,000	1.1%	-10.9%
Publishing Industries	2,200	2,000	2,000	2,000	0.0%	-9.1%
Telecommunications	2,600	2,300	2,300	2,300	0.0%	-11.5%
Financial Activities	48,900	48,600	48,600	48,700	0.2%	-0.4%
Finance and Insurance	30,400	29,900	29,800	29,800	0.0%	-2.0%
Credit Intermediation and Related Activities inc	8,300	8,000	7,900	7,900	0.0%	-4.8%
Depository Credit Intermediation including Mo	5,200	5,100	5,000	5,000	0.0%	-3.8%
Nondepository Credit Intermediation	1,600	1,600	1,600	1,600	0.0%	0.0%
Insurance Carriers and Related Activities	18,900	18,900	18,900	18,900	0.0%	0.0%
Real Estate and Rental and Leasing	18,500	18,700	18,800	18,900	0.5%	2.2%
Real Estate	14,400	14,300	14,200	14,300	0.7%	-0.7%
Professional and Business Services	134,100	137,000	136,500	137,000	0.4%	2.2%
Professional, Scientific, and Technical Services	61,400	62,600	62,800	63,300	0.8%	3.1%
Architectural, Engineering, and Related Servi	10,900	11,100	11,300	11,400	0.9%	4.6%
Management of Companies and Enterprises	13,100	12,700	12,900	13,000	0.8%	-0.8%
Administrative and Support and Waste and Rep	59,600	61,700	60,800	60,700	-0.2%	1.8%
Administrative and Support Services	56,200	58,200	57,300	57,200	-0.2%	1.8%
Employment Services	16,900	17,100	16,600	16,500	-0.6%	-2.4%

Data Not Seasonally Adjusted

	Jul 23	May 24	Jun 24 Revised	Jul 24 Prelim	Percent Change	
					Month	Year
Services to Buildings and Dwellings	19,100	19,500	19,400	19,400	0.0%	1.6%
Private Education and Health Services	187,600	203,500	205,100	202,800	-1.1%	8.1%
Private Educational Services	14,400	17,100	16,400	16,200	-1.2%	12.5%
Health Care and Social Assistance	173,200	186,400	188,700	186,600	-1.1%	7.7%
Ambulatory Health Care Services	61,500	67,500	68,300	67,800	-0.7%	10.2%
Hospitals	26,700	28,000	28,800	28,400	-1.4%	6.4%
Nursing and Residential Care Facilities	18,500	20,300	20,300	20,400	0.5%	10.3%
Leisure and Hospitality	116,100	111,700	112,800	114,000	1.1%	-1.8%
Arts, Entertainment, and Recreation	21,300	20,400	21,100	21,800	3.3%	2.3%
Accommodation and Food Services	94,800	91,300	91,700	92,200	0.5%	-2.7%
Accommodation	9,500	9,300	9,600	9,800	2.1%	3.2%
Food Services and Drinking Places	85,300	82,000	82,100	82,400	0.4%	-3.4%
Restaurants and Other Eating Places	81,000	77,700	77,800	78,100	0.4%	-3.6%
Full-Service Restaurants	35,100	34,200	34,600	34,800	0.6%	-0.9%
Limited-Service Restaurants and Other Eating and Drinking Places	45,900	43,500	43,200	43,300	0.2%	-5.7%
Other Services	39,200	38,800	38,800	39,300	1.3%	0.3%
Repair and Maintenance	11,600	11,800	11,800	12,000	1.7%	3.4%
Government	249,100	267,600	268,100	258,500	-3.6%	3.8%
Federal Government	14,700	14,600	14,700	14,800	0.7%	0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	234,400	253,000	253,400	243,700	-3.8%	4.0%
State Government	135,300	139,900	140,700	139,800	-0.6%	3.3%
State Government Educational Services	28,500	30,300	30,300	29,300	-3.3%	2.8%
State Government Excluding Education	106,800	109,600	110,400	110,500	0.1%	3.5%
Local Government	99,100	113,100	112,700	103,900	-7.8%	4.8%
Local Government Educational Services	47,900	61,700	60,000	51,000	-15.0%	6.5%
Local Government excluding Educational Services	51,200	51,400	52,700	52,900	0.4%	3.3%
County Government	20,000	20,500	20,700	20,700	0.0%	3.5%
City Government	11,300	11,100	11,700	11,800	0.9%	4.4%
Special Districts plus Tribes	19,900	19,800	20,300	20,400	0.5%	2.5%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,439,600	18,315,300	1,124,300	5.8%
ALAMEDA	20	827,400	785,300	42,200	5.1%
ALPINE	49	520	480	40	7.7%
AMADOR	25	14,540	13,730	800	5.5%
BUTTE	40	90,300	84,600	5,700	6.4%
CALAVERAS	16	22,680	21,580	1,100	4.9%
COLUSA	56	11,100	9,900	1,200	10.8%
CONTRA COSTA	21	551,800	523,300	28,500	5.2%
DEL NORTE	39	9,150	8,570	580	6.3%
EL DORADO	15	94,600	90,200	4,400	4.7%
FRESNO	51	460,700	423,600	37,200	8.1%
GLENN	46	12,340	11,470	870	7.1%
HUMBOLDT	25	59,300	56,100	3,200	5.5%
IMPERIAL	58	73,400	59,700	13,700	18.7%
INYO	3	8,770	8,420	350	4.0%
KERN	54	391,700	354,700	37,100	9.5%
KINGS	53	59,100	53,900	5,100	8.7%
LAKE	38	28,420	26,700	1,730	6.1%
LASSEN	36	8,440	7,940	500	6.0%
LOS ANGELES	41	5,091,300	4,760,000	331,400	6.5%
MADERA	51	65,500	60,200	5,300	8.1%
MARIN	4	132,600	127,200	5,400	4.1%
MARIPOSA	18	8,210	7,790	410	5.0%
MENDOCINO	21	38,020	36,030	1,990	5.2%
MERCED	55	124,300	112,400	11,900	9.6%
MODOC	33	3,270	3,080	190	5.9%
MONO	4	9,060	8,690	370	4.1%
MONTEREY	33	230,000	216,400	13,500	5.9%
NAPA	4	73,600	70,500	3,100	4.1%
NEVADA	12	50,010	47,760	2,250	4.5%
ORANGE	9	1,596,400	1,526,200	70,200	4.4%
PLACER	12	196,800	188,000	8,900	4.5%
PLUMAS	36	7,890	7,420	470	6.0%
RIVERSIDE	33	1,162,500	1,093,300	69,200	5.9%
SACRAMENTO	23	739,800	700,900	38,800	5.3%
SAN BENITO	42	32,300	30,100	2,200	6.7%
SAN BERNARDINO	29	1,016,900	958,800	58,100	5.7%
SAN DIEGO	16	1,594,300	1,516,300	78,000	4.9%
SAN FRANCISCO	2	557,100	535,100	22,000	3.9%
SAN JOAQUIN	45	350,500	326,000	24,500	7.0%
SAN LUIS OBISPO	7	136,600	130,800	5,800	4.2%
SAN MATEO	1	440,900	424,100	16,800	3.8%
SANTA BARBARA	12	223,500	213,600	10,000	4.5%
SANTA CLARA	9	1,035,000	989,300	45,700	4.4%
SANTA CRUZ	31	135,200	127,400	7,800	5.8%
SHASTA	31	74,200	69,900	4,300	5.8%
SIERRA	8	1,410	1,350	60	4.3%
SISKIYOU	42	16,330	15,240	1,090	6.7%
SOLANO	27	205,100	193,700	11,400	5.6%
SONOMA	9	249,500	238,600	10,900	4.4%
STANISLAUS	47	250,000	231,400	18,700	7.5%
SUTTER	50	48,400	44,500	3,800	7.9%
TEHAMA	44	25,790	24,010	1,770	6.9%
TRINITY	27	4,800	4,530	270	5.6%
TULARE	57	211,500	188,500	23,100	10.9%
TUOLUMNE	29	20,620	19,450	1,170	5.7%
VENTURA	18	412,100	391,400	20,700	5.0%
YOLO	24	111,300	105,300	6,000	5.4%
YUBA	47	32,600	30,200	2,500	7.5%

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. SETA Governing Board

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

BACKGROUND:

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

Staff will be available to answer questions.



Seta Head Start

Food Service Operations Monthly Report

*July, 2024

- 7/10/24 - Homebase had a field trip to Creepy Crawlers Social we prepared 80 sack lunches.
- 7/18/24 - Hopkins Park had a field trip to Fairytale Town we prepared 46 sack lunches.
 - Parker had a field trip to Colonial Park we prepared 20 sack lunches.
 - Freedom Park had a field trip on site we prepared 30 sack lunches.
- 7/19/24 - Freeport had a field trip to Shasta Community Park we prepared 20 sack lunches.
 - Freedom Park had a field trip on site we prepared 30 sack lunches.
 - Elkhorn EHS had a field trip to Sea Quest we prepared 20 sack lunches.
 - Capital City had a fieldtrip to Fairytale Town we prepared 30 sack lunches.
 - Northview had a field trip to Natomas Fort Park we prepared 100 sack lunches.
- 7/22/24 - Galt had a field trip to Consumnes Community Park we prepared 60 sack lunches.
- 7/25/24 - Florin Grammar had a field trip to Shasta Community Park we prepared 20 sack lunches.
- 7/26/24 - 16th Ave had a field trip to Shasta Community Park we prepared 58 sack lunches
 - Marina Vista had a field trip to Fairtale Town we prepared 35 sack lunches.
 - North Ave had a field trip to Regency Community Park we prepared 80 sack lunches.
 - Bret Harte had a field trip to the Sacramento Zoo we prepared 29 sack lunches.
- 7/30/24 - Norma Johnson had a field trip to the Sacramento Zoo we prepared 50 sack lunches.
 - Bannon Ceek had a field trip on site with Real Magic we prepared 20 sack lunches.
- 7/31/24 - Bannon Creek had a field trip on site with Real Mac we prepared 20 sack lunches.
 - Elkhorn had a field trip to Fairytale Town we prepared 116 sack lunches.
 - Sharon Neese had a field trip to the Sacramento Zoo we prepared 90 sack lunches.
 - CP Huntington had a field trip to Artivio Gurrero Park we prepared 40 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
28,184	25,556	25,766	21

Total Amount of Meals and Snacks Prepared 80,575

Purchases:

Food	\$94,453.82
Non - Food	\$12,099.67

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,602.24

Vehicle Gas / Fuel: \$1,497.79
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	274	18%	699	205	29%
Twin Rivers USD	160	49	31%	56	4	7 %
Elk Grove USD	480	97	20%	NA		
Sac City USD	676	121	18%	16	0	0%
San Juan USD	888	93	10%	164	11	7%
WCIC	100	10	10%	NA		
COUNTY TOTAL	3848	644	17%	935	208	24%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480 (0) ^e	0	0	0%	0%
Sacramento City USD	676 (48) ^e	36	0	75%	15% -
San Juan USD	888 (0) ^e	0	0	0%	0%
SETA	1,544 (1,200) ^e	1,171	0	98%	2% +
Twin Rivers USD	160 (0) ^e	0	0	0%	0%
WCIC/Playmate	100 (0) ^e	0	0	0%	0%
Total	3,848 (1,248)^e	1,207	0 (0%)	97%	6% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	150	0	91%	11% +
SETA	699 (665) ^e	637	0	96%	3% +
Twin Rivers USD	56 (0) ^e	0	0	0%	0%
SCUSD	16	4	0	25%	12% +
Total	935 (845)^e	791	0	94%	7% +

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

Reasons for Program Under Enrollment

Elk Grove USD

- Closed during Summer. Return to services August 15, 2024.

Sacramento City USD

- Operating at reduced funded enrollment, due to classes/centers closed during Summer. Return to full services September 3, 2024.
- The Early Head Start program just opened on June 24, 2024, and is currently low enrolled due to the delay of opening the classroom and families going to other programs as they had an immediate need for placement.

San Juan USD

- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 21, 2024.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 1 Family Services Worker.
- Operating at reduced funded enrollment, due classes/centers closed during Summer: Alder Grove ELC, Bright Beginnings, Dudley, Franklin, Fruitridge, Grizzley Hollow, Illa Collins, Kennedy Estates, Nedra Court, Solid Foundation, Spinelli, Strizek Park, Walnut Grove.
- Return to full services August 12, 2024.

Twin Rivers USD

- Closed during Summer. Return to services August 20, 2024.

WCIC/Playmate

- Closed during Summer. Return to services September 9, 2024.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Continuing community outreach and recruitment during program closure in summer months: Advertise programs through the district website and social media platforms.

Sacramento City USD

- Attended 2 community events and received interest forms to contact families. The Enrollment team will follow up with these families to encourage them to come into our office to complete the enrollment.
- We are also connecting with a variety of organizations within the community, and networking with advertising organizations.

San Juan USD

- Partnering with the school district's communications team, the district sent out a robocall to all families that are a part of the district listserv.
- After the robocall, the San Juan ECE department received 222 new inquiries for our EHS & HS 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. The following positions were onboarded this month: 4 Associate Teacher, and 2 Lead Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Antioch Progressive Church Back to School Night, Marisol Village Forward Festival, Norwood Unity in the Community, North Highlands Summer Extravaganza, Macedonia Baptist Church Community Baby Shower, Women's Empowerment Presentation. From these recruitment events, 33 Interest Forms were completed with families inquiring about Head Start services.

Twin Rivers USD

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

WCIC/Playmate

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

REPORTS TO THE BOARD ITEM IV

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.