

AGENDA

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

Thursday October 3, 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, 81736678041# US (San Jose).

Meeting ID: 817 3667 8041

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Accommodations

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

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

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GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:

- *Angela Lloyd*, Infant Toddler Lead Teacher (20 years)

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

DISTRIBUTION DATE: Friday, September 27, 2024

CONSENT ITEM I-A

Approval of Minutes of the September 5, 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 September 5, 2024 meeting for your review.

MINUTES/SYNOPSIS

**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

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

Rich Desmond, Member, Board of Supervisors (*arrived and seated at 10:04 a.m.*)

Members Absent:

Eric Guerra, Member, City of Sacramento

Recognition of Long-term Employees:

Maurice Milton, Child Care Teacher Assistant (25 years of service)

Ms. Whiten congratulated Mr. Milton on his 25 years at SETA and provided his background highlights.

Mr. Desmond arrived and was seated at 10:04 a.m.

I. CONSENT ITEMS:

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

B. Approval of Claims and Warrants

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

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

B. Approval of Claims and Warrants

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

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

Mr. Richardson introduced himself and reviewed the item. He advised that SETA re-designed the program in partnership with the Union due to a lack of staff engagement with the existing Anniversary Recognition Program. In order to recognize staff on their anniversary, staff will receive four (4) 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 acknowledgment by the SETA Governing Board upon reaching 20 years of service and every five (5) years thereafter.

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

There were no public comments on this item.

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

Moved/Desmond, second/Kennedy, to approve the addition to the SETA Policies and Procedures Section 9.23 Anniversary Recognition Program.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

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

Mr. Kim introduced himself and reviewed the item. He advised that due to the recent departure of Ms. Kristin Gibbons, an appointment of Ms. Jennifer Saetern, Division Manager with DHA, is recommended to be the County Department of Human Assistance (DHA) representative on the Sacramento Works Board.

Moved/Kennedy, second/Scherman, to appoint Ms. Jennifer Saetern to be the County Department of Human Assistance (DHA) representative on the Sacramento Works Board.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

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

Ms. O’Camb introduced herself and reviewed the item. She advised that this item seeks the Board’s approval of next year’s funding extension recommendations for SETA’s Office of Refugee Resettlement (ORR) funded employment programs and acculturation services. The PY begins on October 1, 2024, and will end on September 30, 2025. Although SETA hasn’t received its final fiscal year allocations, for 2024, awards from the State preliminarily indicate that SETA will receive approximately \$12M for allocation and serve around 3,000 refugees this year. This figure includes approximately \$1M in additional funding for housing, utility, and technology support for enrollees.

SETA also hasn’t received the final allocation for the Federal Fiscal Year (FFY) 24 Set-Aside award, which provides services to older refugees. Preliminary estimates indicate that the funds available for allocation will be approximately \$150,000 to serve 150 refugees over the age of 60.

Funding recommendations for this item are based on several factors:

- The provider performance through July 2024
- Geographic diversification and high-volume entry points of clients into the Vocational English-as-a-Second Language (VESL) program
- The planned number of 6,500 arrivals approved for Sacramento County under the local resettlement Agency’s reception and placement programs

The issuance of awards to providers will be contingent upon the final allocations received.

Moved/Kennedy, second/Desmond, to approve the funding extensions for the RSS and RSS Set-aside programs, and the recommended funding for “additional” support services for PY 2024-2025. 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.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: Guerra (1)

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

Ms. O'Camb reviewed the item. She advised that the Department of Social Services recently issued a reallocation of the HAU funds. The HAU provides housing and utility assistance for Ukrainian humanitarian parolees enrolled in SETA's RSS-funded program. As indicated in the item, reallocations were based on individual county service levels projected through the grant's end, September 30, 2025. SETA's revised allocation is \$2M, which aligns with SETA's provider HAU service levels reported to Refugee Programs Bureau (RPB). In this recommendation, SETA allocates a total of \$2M to providers and does not take the allowable 15% administrative support cost. The revised provider allocations are included in the packet and are based on the number of refugees that were to be served in FFY 23 multiplied by the revised cost per participant of \$689.

In response to Mr. Desmond's inquiry about means of bringing awareness about these funding opportunities to organizations that serve this population, Ms. O'Camb advised that SETA maintains a public notice mailing list that gets constantly updated with new organizations. Those on the list are notified about any funding opportunity SETA may have. In addition, opportunities are advertised in the Sacramento Bee newspaper and the Business Journal. Also, quarterly consultations are being held at the state level with stakeholders participating in Sacramento refugee resettlements. Additionally, SETA recently re-launched the Sacramento Refugee Forum.

Moved/Desmond, second/Kennedy, to approve the revised funding recommendations for the RSS employment program providers funded in PY 2022-2023. Additionally, approve the following funding stipulations:

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: Guerra (1)

C. Children And Family Services Department:

1. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN)

Ms. Griffith introduced herself and reviewed the item. She advised that in February 2024, one of the Delegate Agencies had supervision lapses, leading to a Risk Assessment Notification and monitoring in May. On May 6, 2024, SETA received a Program Performance Summary Report indicating two areas of non-compliance for supervision. This prompted the Office of Head Start to ask Sacramento to implement more in-depth Corrective Action Plan (CAP) strategies to support safety and supervision. The detailed strategies per Delegate Agency and SETA-Operated Program that look at systems for program management staffing, staff support, and social-emotional well-being are provided to Board members as backup information.

Since receiving notification of monitoring findings, SETA has been diligently working with the Office and Head Start Training and Technical Assistance to develop the Sacramento Corrective Action Plan presented. Per Ms. Griffith's request, the timeframe for correction has been extended to January 31, 2025.

Moved/Desmond, second/Scherman, to approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: Guerra (1)

III. 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 Big Lots, which is now closing all its Sacramento stores. They will keep one location in Roseville as a distribution center. Construction Innovations shared revised layoff information for 55 individuals, five of whom were hired through a recent Talent Connect. VSP Vision will be laying off 186 individuals. The SaveMart distribution center in Roseville will close its operations in October 2024 and move to Modesto, California. Seventy percent of affected individuals reside in the Sacramento area. SETA works with Teamsters Local 150 to provide rapid response orientation and Talent Connect to VSP Vision and SaveMart laid-off employees.

D. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim introduced Ms. Welch from the Employment Development Department, who then provided perspective on the decline in leisure and hospitality in the year over the numbers requested by the Board at the last meeting.

E. Head Start Reports:

Ms. Griffith advised that the Office of Head Start released the Final Rule in the Federal Register, changing the performance standards for the first time in almost a decade. The focus is on higher wages, integrated mental health services, health and safety, and increased quality. She highlighted a new area of income eligibility that will positively impact Sacramento County: the ability to deduct from a family's income any excessive household

housing costs over 30% of their income, making more families income eligible for the program.

IV. REPORTS TO THE BOARD:

A. Chair:

Ms. Vang asked the Legal Counsel to work with the City and County executives, as well as the Governing Board, to develop an annual review process for the SETA Executive Director. She emphasized the importance of providing a structured opportunity to assess the Executive Director's performance against set goals and to ensure accountability in alignment with SETA's mission and objectives.

B. Executive Director:

Mr. Kim, on behalf of Ms. Maldonado, introduced the new Public Information Officer, Ms. Tarianna Perez, and provided her background highlights.

Mr. Kim additionally advised that SETA held the All Staff meeting on August 9, 2024, and presented the video taken at the event.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board: No report

F. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:40 a.m.

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

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 08/10/2024 through 08/31/2024.

BACKGROUND:

Anita Maldonado, Executive Director, has reviewed the claims for the period 08/10/2024 through 08/31/2024, and all expenses appear to be appropriate.

CONSENT ITEM I-C

Approval of Retiree Medical Insurance Subsidy for Calendar Year 2025

Presenter: Mario Maslac

RECOMMENDATION:

Staff is recommending that the Board take action to approve Option A for the next calendar year effective January 1, 2025.

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds.

On May 4, 2006, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, were SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

For calendar year 2008 and 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees and limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree-only dental plan premiums.

For calendar years 2010 - 2024, the SETA Governing Board took action to continue paying medical subsidies to current retired employees at reduced rates depicted in the chart below and eliminated the dental subsidy. The Board continued to limit future program enrollment to eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

CONSENT ITEM I-C (continued)
Page 2

Three options are presented for your consideration.

- OPTION A: maintain the current subsidy; see table above (\$12,960 for 11 individuals)
- OPTION B: eliminate the medical subsidy to retirees (\$0)
- OPTION C: approve a subsidy at a lesser amount than the table above

ACTION ITEM II-A-1

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

Presenter: Roy Kim

RECOMMENDATION:

Review the application and appoint Mr. Ronnie Cobb to 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.

Staff recently received an application from Mr. Ronnie Cobb, Director of Employee Relations for SearchPros Staffing.

Historically, the Executive Committee of Sacramento Works has recommended individual applicants for appointment to the Business Sector seats by the SETA Governing Board. The Sacramento Works Board, Executive Committee met on Sept. 12, 2024, and is forwarding Mr. Cobb's application for a Business Sector seat with a recommendation for appointment.

The application is being sent under separate cover.

WIOA Board Membership

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

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

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

Government and Economic/Community Development

Name and Position	Company
Ronnie Cobb, Director of Employee Relations	SearchPros Staffing

ACTION ITEM II-C-1
Approval of Governance, Leadership, Oversight Screener

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Governance, Leadership, Oversight Screener to be submitted to the Office of Head Start.

BACKGROUND:

As a condition to the Head Start/Early Head Start grant, grantees must comply with the terms and conditions for the project award period (August 1, 2024, through July 31, 2029). Included in the conditions is a requirement to conduct a screener for governance, leadership and oversight of the program.

Certification of each Screener is required by the Policy Council and Governing Board within 75 calendars days (October 15, 2024) of the start of the program.

An updated Governance, Leadership and Oversight Screener will be sent under separate cover.

Staff are available to answer any questions.

Head Start/ Early Head Start Governance, Leadership and Oversight Screener

Summary Report

The Sacramento Employment and Training Agency (SETA) reviewed the Governance, Leadership and Oversight Screener for the Head Start/Early Head Start program.

Results indicate that SETA's governance practices are currently in place and meet/exceed the requirements outlined in the Head Start Program Performance Standards (HSPPS) and the Head Start Act. A summary of strengths and areas of improvement are identified below.

Strengths

- Program provides adequate training to PAC, PC and Governing Board Members pertaining to Head Start and their board roles and responsibilities. Orientation training with the new Governing Board Member has taken place. Required training for PAC/PC are scheduled.
- Regular and consistent communication with the boards is evident. PAC/PC and Board meeting agendas, meeting minutes and required monthly program and fiscal reports are distributed timely per PC/PAC By-laws, Head Start Performance Standards and the Brown Act.
- PAC/PC parents are passionate about the program and are eager to learn program operations.
- Parents are actively involved in PAC/PC meetings and in decision-making.
- PAC/PC parents demonstrate and encourage positive teamwork.
- The Governing Board is regularly engaged in program oversight and decision making.
- Management staff regularly provide program presentations for board members, orienting them to program services and outcomes.

Areas of Improvement

- Recruitment of parents to join Parent Advisory Council (PAC) /Policy Council (PC) remains a challenge. Not all centers have a PAC representative.
- Parents at the centers are not aware of a PAC Representative and opportunity to serve in the PAC.
- Although SETA Policy Council is able to meet its quorum at meetings, parent attendance is low
- There has been staff turnover in SETA and Delegates in roles that support governance functions.
- New staff need training on the shared governance system at Head Start.
- Strengthen reporting from Community Representative Members
- Strengthen reporting between PAC/ OC and Center level meetings

Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹		Head Start Act Sec. 642(c)(1)(B) (i–iv)	
<ul style="list-style-type: none"> At least one member has fiscal/accounting background and expertise 	Elected Officials		
<ul style="list-style-type: none"> At least one member has early childhood education and development background and expertise 	Elected Officials		
<ul style="list-style-type: none"> At least one member is a licensed attorney 	Elected Officials		
<ul style="list-style-type: none"> Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs 	Elected Officials		
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)	
<ul style="list-style-type: none"> A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies) 			
<ul style="list-style-type: none"> Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled) 			
<ul style="list-style-type: none"> Members are elected by parents of children currently enrolled in the program 			

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
<ul style="list-style-type: none"> Governing body do not have a conflict of interest 			
<ul style="list-style-type: none"> Policy council, and of the policy committee at the delegate level, do not have a conflict of interest 			
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
<ul style="list-style-type: none"> The committee is established at the center level for center-based program and at the local program level for other program options 			
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
<ul style="list-style-type: none"> Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility 			
<ul style="list-style-type: none"> Notify responsible HHS official of intent to establish an advisory committee 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 			
<p>7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan 			
<ul style="list-style-type: none"> T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
<ul style="list-style-type: none"> Establishes procedures and criteria for recruiting, selecting, and enrolling children 			
<ul style="list-style-type: none"> Selects delegate agencies, as appropriate 			
<ul style="list-style-type: none"> Develops procedures for selecting Policy Council members 			
<ul style="list-style-type: none"> Reviews applications and amendments to applications for funding 			
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
<ul style="list-style-type: none"> Approval of all major financial expenditures of the agency 			
<ul style="list-style-type: none"> Annual approval of the operating budget of the agency 			
<ul style="list-style-type: none"> The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 			
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> The annual self-assessment 			
<ul style="list-style-type: none"> The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions 			
<ul style="list-style-type: none"> Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees 			
<ul style="list-style-type: none"> Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> • Work with program staff to determine the best methods to engage families using strategies that are most effective in their community 			
<ul style="list-style-type: none"> • Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families 			
<ul style="list-style-type: none"> • Have a process for communication with the Policy Council and policy committee 			
<ul style="list-style-type: none"> • Participate in the recruitment and screening of Early Head Start and Head Start employees 			
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> • The total amount of public and private funds received and the amount from each source 			
<ul style="list-style-type: none"> • An explanation of budgetary expenditures and proposed budget for the fiscal year 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served 			
<ul style="list-style-type: none"> The results of the most recent review by the Secretary and the financial audit 			
<ul style="list-style-type: none"> The percentage of enrolled children that received medical and dental exams 			
<ul style="list-style-type: none"> Information about family engagement activities 			
<ul style="list-style-type: none"> The agency's efforts to prepare children for kindergarten 			
<ul style="list-style-type: none"> A summary of a program's most recent community assessment 1302.102(d)(2) 			
<ul style="list-style-type: none"> Any other information required by the Secretary 			
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> The self-assessment, including any findings related to such assessment 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Program Information Reports (PIRs) 			
Monthly reports:			
<ul style="list-style-type: none"> Financial statements, including credit card expenditures (if the program uses credit cards) 			
<ul style="list-style-type: none"> Program information summaries 			
<ul style="list-style-type: none"> Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency 			
<ul style="list-style-type: none"> Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA) 			
Additional reports:			
<ul style="list-style-type: none"> Community assessment, completed every five years with annual updates 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives 			
<ul style="list-style-type: none"> Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.) 			
<ul style="list-style-type: none"> Ongoing monitoring data, data on school readiness goals and other information described in 1302.102 			
<p>14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:</p>		<p>Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)</p>	
<ul style="list-style-type: none"> Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 			
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 			
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 			
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 			
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)	Head Start Program Performance Standards 1301.6 (c)		
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> Activities to support the active engagement of families in the program 			
<ul style="list-style-type: none"> Program recruitment, selection, and enrollment priorities 			
<ul style="list-style-type: none"> Applications for funding and amendments to applications for funding 			
<ul style="list-style-type: none"> Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities 			
<ul style="list-style-type: none"> Bylaws for the operation of the Policy Council 			
<ul style="list-style-type: none"> Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
<ul style="list-style-type: none"> • Any significant incidents affecting the health and safety of program participants 			
<ul style="list-style-type: none"> • Circumstances affecting the financial viability of the program 			
<ul style="list-style-type: none"> • Breaches of personally identifiable information 			
<ul style="list-style-type: none"> • Program involvement in legal proceedings 			
<ul style="list-style-type: none"> • Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> • Reports addressing child abuse and neglect or laws governing sex offenders • Incidents that require classrooms or centers to be closed for any reason • Legal proceedings directly related to program operations • All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:



ACTION ITEM II-C-2

Approval of Budget Justification for 1303 Facilities Renovation and Repair Application Modification Request for Program Year 2023-2024

Presenter: Karen Griffith

RECOMMENDATION:

Approve the modification request to San Juan Unified School District's 1303 Facilities Renovation and Repair Application.

BACKGROUND:

At the May 28th Governing Board meeting, members of the Board approved a Program Year 2023-2024 1303 Application Facilities Renovation and Repair Application request for San Juan Unified School District to complete three (3) outdoor major renovation projects at Billy Mitchell, Kingswood and Sunrise Elementary. Originally the District requested \$1,058,453 in funding to complete the project. However, the District reassessed the projects and determined an additional \$187,645 is needed to complete the projects. The new total construction costs for the three sites would be \$1,246,098. The projects are still slated to be completed by Summer 2025.



Budget Justification
1303 Facilities Renovation and Repair Applications Modification Request for
Program Year 2023-2024
Head Start Basic
09CH011763

Background

San Juan Unified School District originally requested three (3) 1303 Facilities Application requests to complete outdoor major renovation projects at Kingswood, Billy Mitchell and Sunrise Elementary. Originally the funding was approved totaling \$1,058,453 for the renovations.

After reassessing the projects, the District determined that an additional **\$187,645** is needed to complete the projects.

Details of the 1303 Application Modifications are provided below.

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

Construction – (\$187,645)

San Juan USD originally requested three (3) Facilities 1303 application approvals to complete outdoor major renovation projects totaling \$1,058,453. Each of the projects is to ensure a healthy and safe outdoor environment for the children. However, due to a reassessment of the project costs, the District determined that there will be additional funding needed to support the projects. The funding will be moving funds from their Other cost category to their Construction cost category, in the amount of \$187,645. Projects are anticipated to start in late 2024 to early 2025 with an estimated completion date of July 2025. Below is a listing of the sites, the original and modified projected costs and projects for each site:

SJUSD Site	Original Budget	Additional Funding	Modified Budget	Projects
Billy Mitchell	\$297,196	\$68,921	\$366,117	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt - Demolition and Removal of Old Gazebo and Sandbox
Kingswood	\$349,062	\$56,442	\$405,504	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt
Sunrise	\$412,195	\$62,282	\$474,477	<ul style="list-style-type: none"> - Play Structure - Play Surface - Asphalt - Relocate Sandbox - Bark for Play Area
Totals	\$1,058,453	\$187,645	\$1,246,098	

ACTION ITEM II-C-3

Approval to Release an Invitation for Sealed Bids

Presenter: Karen Griffith

RECOMMENDATION:

Approval to delegate authority to the Executive Director to make modifications, in response to revisions necessary for final City permits, and to release the Invitation for Sealed Bids (IFSB) for general contractor services for the Northview Early Learning Center Outdoor Tenant Improvements.

BACKGROUND:

At the June 6th Policy Council Board meeting, members of the Board authorized the Children and Family Services Department to submit a Head Start/Early Head Start budget modification and a twelve month no-cost extension request to the Office of Head Start/Administration for Children and Families. The budget modification reprogrammed funds in various categories to fund outdoor tenant improvements at the Northview Early Learning Center, located at 2401 Northview Drive, Sacramento. Funding was approved as follows:

1. Fiscal Year 2023-2024 – Head Start/Early Head Start Basic
Grant #09CH011763
\$1,596,178

Staff have been working with an architectural firm to move forward with outdoor designs and structures. Architectural plans were developed and submitted to the City of Sacramento on September 20, 2023. The plan review was approved on September 18, 2024, and is in the final processing phase.

Staff is requesting authorization to release an Invitation for Sealed Bids (IFSB) for general contractor services, incorporating any City-required revisions before actual release. The target release date is October 15, 2024. However, this date may need to be modified and/or content may need to be updated prior to release based on the City plan review process. While SETA does not anticipate significant changes to the IFSB, flexibility for such is imperative in order to maintain the schedule to ensure completion of Outdoor Tenant Improvements before funding expires.

Tenant improvements are estimated to take approximately 7 months upon notice to proceed. Funding expires on July 31, 2024, making timelines extremely tight.

As a result, staff is also requesting approval to delegate authority to the Executive Director to make modifications to the IFSB in response to the City review process and to release the IFSB, in consultation with SETA legal counsel, as soon as practicable after the City review process is completed.

Staff will return on December 5, 2024 to review and take action on the selection of the successful bidder.

The Invitation for Sealed Bids (IFSB) will be sent under separate cover.

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. Kathy Chao-Rothberg

DATE: September 12, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 1,600,000	10/1/23-9/30/24	10/1/23-3/31/24
RSS	Stand Alone	\$ 750,000	10/1/23-9/30/24	10/1/23-3/31/24
RSS	OJT	\$ 565,810	10/1/23-9/30/24	10/1/23-3/31/24
RSS	Add'l SS	\$ 287,372	10/1/23-9/30/24	10/1/23-3/31/24
RSS	HAU	\$ 813,075	10/1/23-9/30/24	10/1/23-3/31/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: June 2024

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

Program Operator: Lao Family Community Development

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Standard Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from October 1, 2023 to March 31, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order with the following exceptions.

- 1) During bank reconciliation testing, Lao Family Community Development's (LFCD) bank statement ending March 31, 2024 had 188 uncleared checks and payments that were over 6 months old, some dating back to August 2019.
- 2) During Other Costs Disbursement testing SETA found that LFCD has a conflict of interest in regard to the property at 3205 Hurley Way, Sacramento. The Master Lease of this property between the Care Hurley Way LLC and LFCD lists Kathy Chao Rothberg as both the "Landlord" and "Master Tenant".

As defined in CFR 200.122,

"...The Non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy."

and LFCD's RSS contract with SETA, Exhibit 12, #16 (c)

"...DELEGATE agrees that in the performance of its obligations under the DELEGATE AGREEMENT no person having an interest that would conflict, or whose performance would conflict, with the effective and efficient performance of DELEGATE's obligations, as determined by SETA, shall be employed, engaged or retained."

Recommendations for Corrective Action:

LFCD is requested to provide the following documentation for;

- 1) Provide to SETA an accounting of the total uncleared check amounts that can be sent to California's Unclaimed Property, be re-issued and/or refunded to SETA.

LFCD is requested to provide a Corrective Action Plan for;

- 1) Policies and procedures to eliminate uncleared checks over a certain time frame.

3) LFCD will formally disclose the conflict of interest to SETA as the awarding agency as per CFR 200.122 or have their Master Lease signed by a Lao Family governing board member as the “Master Tenant”.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Kate Hutchinson

DATE: August 29, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

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

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

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: August 29, 2024

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

Program Operator: Lutheran Social Services of Northern California

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act (WIOA), Out-of-School Youth (OSY) program from January 1, 2024 to June 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Debbie Hughes

DATE: August 29, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Next Move Homeless Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 36,146	7/1/23-6/30/24	1/1/24-6/30/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: August 2024

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

Program Operator: Next Move Homeless Services, Inc.

Findings and General Observations:

We have reviewed the Community Services Block Grant (CSBG) of Safety Net program from January 1, 2024 to June 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

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 September 20, 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			
Atlas Disposal	9	Front Load Driver	1
	9	Heavy Duty Mechanic	1
	9	Residential Driver	1
	9	Roll Off Driver	1
Back on Course Educational Services LLC	4	Administrative Specialist	1
	4	Educational Support Specialist	1
	4	Operations Specialist	1
City of Sacramento	9	Administrative Analyst -Cannabis Policy and Enforcement	1
	9	Administrative Analyst Emergency Preparedness	1
	9	Administrative Analyst-Regulatory Public Outreach	1
	9	Administrative Officer	1
	9	Animal Care Technician	1
	9	Animal Control Officer II	1
	3	Building Inspector I	1
	9	Building Maintenance Worker	1
	3	Carpenter	1
	9	Customer Service Specialist	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher I	1
	9	Dispatcher II	1
	9	Equal Employment Manager	1
	9	Events Associate	1
	9	General Intern	1
	7	Information Technology Trainee	1
	9	Labor Relations Analyst	1
	9	Neighborhood Services Area Manager	1
	9	Office Specialist	1
	9	Parking Enforcement Officer	1
	9	Parking Lot Attendant	1
	9	Planning Director Mobility and Sustainability Manager	1
9	Police Officer	1	
9	Police Officer Recruit	1	

SETA- Employer Activity Report

The following is an update of information as of September 20, 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 Sacramento	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	7	Principal Systems Engineer	1
	9	Program Specialist	1
	9	Recreation Aide	1
	7	Senior Applications Developer DOU/CCB	1
	9	Senior Applications Developer Enterprise Applications	1
	9	Senior Code Enforcement Officer	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Supervising Code Enforcement Officer	1
	9	Utilities Operations and Maintenance Leadworker Wastewater Collection	1
	County of Sacramento	4	Accounting Technician
9		Airport Manager	1
7		Assistant Chief Information Officer	1
3		Associate Electrical Engineer	1
9		Associate Real Property Appraiser	1
9		Chief Financial and Administrative Officer	1
9		Chief of Shelter Medicine	1
9		Chief, Division of Water Resources	1
9		Clerk/Recorder Supervisor	1
9		Collection Services Program Manager	1
3		Construction Inspector	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
3		Electrician	1
9		Electronics Technician	1
9		Engineering Aide Land Surveying	1
9	Environmental Specialist Level I/II	1	
9	Estate Inventory Specialist	1	

SETA- Employer Activity Report

The following is an update of information as of September 20, 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 Resources Manager I	1
	9	Human Services Division Manager Range A/B	1
	9	Human Services Program Integrity Specialist	1
	9	Human Services Supervisor	1
	9	Industrial Hygienist	1
	4	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Lactation Consultant	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Personnel Analyst	1
	9	Pharmacist	1
	9	Planning Technician	1
	3	Plumber	1
	9	Principal Planner	1
	9	Process Server	1
	9	Recreation Aide	1
	9	Secretary to Member of Board of Supervisors	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Airport Operations Worker	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	
9	Waste Management Superintendent	1	

SETA- Employer Activity Report

The following is an update of information as of September 20, 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	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	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
	4	Child Development Center Teacher	1
	4	Classified Recruit Training Officer	1
	4	Clerk III	1
	4	Commercial Music Adjunct Assistant Professor	2
	4	Computer Information Science Assistant Professor	1
	4	Confidential Human Resources Generalist	2
	4	Counseling Clerk I	1
	4	Custodian	1
	4	Dean of Arts	1
	4	Dean of Humanities and Fine 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	English as a Second Language Adjunct Assistant Professor Pool	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	

SETA- Employer Activity Report

The following is an update of information as of September 20, 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 Distract	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	Philosophy Adjunct Assistant Professor Pool	1
	4	Photography Adjunct Assistant Professor Pool	2
	4	Physics/Astronomy Adjunct Assistant Professor Pool	1
	4	Police Captain	1
	4	Police Officer	1
	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Special Projects - Education Coach II	1
	4	Student Support Assistant	1
	4	Student Support Specialist	1
	4	Student Support Supervisor	1
	4	Theatre Arts Adjunct Assistant Professor	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	

SETA- Employer Activity Report

The following is an update of information as of September 20, 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			
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
Resource Staffing Group	9	Call Center - Customer Service Representative	1
	9	Data Entry Clerk	1
	9	Document Management Clerk	1
	9	Office Clerk	1
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			194

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 September 20, 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 Rivera Drive Sacramento, CA 95826	Retail	8/1/2024	Closure	20	Sacramento, CA	No	Yes
Big Lots 9500 Freenback Lane Folsom, CA 95630	Retail	8/1/2024	Closure	22	Folsom, CA	No	Yes
Bucca di Beppo 1249 Howe Ave. Sacramento, CA 95825	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 September 20, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Foundation for California Community Colleges 1102 Q Street Suite 4800 Sacramento, CA 95811	Education	11/15/2024	Permanent	368	Sacramento, CA	Yes	No
				788			

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 August was 5.2%.

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

Staff will be available to answer questions.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
2901 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)**

Total wage and salary jobs up 3,800 over the month and up 22,100 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in August 2024, up from a revised 5.1 percent in July 2024, and above the year-ago estimate of 4.6 percent. This compares with an unadjusted unemployment rate of 5.9 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 5.4 percent in Yolo County.

Between July 2024 and August 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 3,800 to total 1,108,200 jobs.

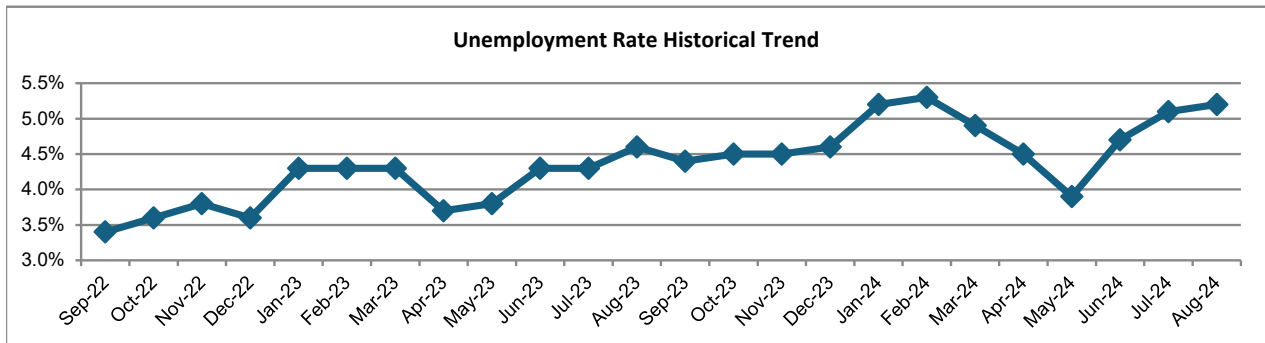
- Private education and health services recorded the largest payroll growth in August with a gain of 3,400 jobs. Healthcare and social assistance (up 3,300 jobs) was responsible for 97 percent of the increase.
- Government (up 800 jobs) experienced month over employment gain. All the job additions were in local government, which reported an increase of 4,900 jobs. These gains were offset by losses in state government (down 3,800 jobs) and federal government (down 300 jobs).
- Over the month, trade, transportation, and utilities expanded by 400 jobs. Retail trade (up 300 jobs) and transportation, warehousing, and utilities (up 300 job) were responsible for the expansion. Wholesale trade offset job gains with a decline of 200 jobs.
- Leisure and hospitality declined the most from July to August, shedding 700 jobs. Most of the reductions were reported in arts, entertainment, and recreation (down 600 jobs) followed by accommodation and food services (down 100 jobs).

Between August 2023 and August 2024, total jobs in the region increased by 22,100 or 2.0 percent.

- Private education and health services continued to lead the region in year-over gains, adding 17,200 jobs. Within the industry, healthcare and social assistance rose by 16,200 jobs while private educational services added 1,000 jobs.
- Government employment expanded by 7,000 jobs when compared to last August. Employment additions occurred in state government (up 4,000 jobs) and local government (up 3,100 jobs). Meanwhile, federal government experienced a slight decline of 100 jobs.
- Over the year, professional and business services added 2,800 jobs. Job growth occurred in administrative and support and waste services (up 1,700 jobs) and professional, scientific, and technical services (up 1,200 jobs). Management of companies and enterprises experienced a slight decline of 100 jobs.
- Leisure and hospitality (down 2,100 jobs) led year-over job decline. Accommodation and food services (down 2,500 jobs) was responsible for the decrease. Arts, entertainment, and recreation offset job losses with an increase of 400 jobs.

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 5.2 percent in August 2024, up from a revised 5.1 percent in July 2024, and above the year-ago estimate of 4.6 percent. This compares with an unadjusted unemployment rate of 5.9 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 4.8 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 5.4 percent in Yolo County.



Industry	Jul-2024	Aug-2024	Change		Aug-2023	Aug-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,104,400	1,108,200	3,800		1,086,100	1,108,200	22,100
Total Farm	10,600	10,800	200		11,200	10,800	(400)
Total Nonfarm	1,093,800	1,097,400	3,600		1,074,900	1,097,400	22,500
Mining, Logging, and Construction	78,300	78,400	100		77,800	78,400	600
Mining and Logging	600	600	0		600	600	0
Construction	77,700	77,800	100		77,200	77,800	600
Manufacturing	40,000	40,300	300		41,300	40,300	(1,000)
Trade, Transportation, and Utilities	167,300	167,700	400		167,800	167,700	(100)
Information	8,900	8,800	(100)		9,900	8,800	(1,100)
Financial Activities	48,800	48,500	(300)		48,800	48,500	(300)
Professional and Business Services	136,900	136,500	(400)		133,700	136,500	2,800
Private Education and Health Services	202,900	206,300	3,400		189,100	206,300	17,200
Leisure and Hospitality	113,600	112,900	(700)		115,000	112,900	(2,100)
Other Services	38,600	38,700	100		39,200	38,700	(500)
Government	258,500	259,300	800		252,300	259,300	7,000

Notes: Data not adjusted for seasonality. Data may not add due to rounding.
 State forecasts are revised month to month. Additional data are available on line at www.labormarketinfo.edd.ca.gov

Data Not Seasonally Adjusted

	Aug 23	Jun 24	Jul 24 Revised	Aug 24 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,135,300	1,133,200	1,141,700	1,146,500	0.4%	1.0%
Civilian Employment	1,082,900	1,080,000	1,083,400	1,087,100	0.3%	0.4%
Civilian Unemployment	52,500	53,200	58,200	59,400	2.1%	13.1%
Civilian Unemployment Rate	4.6%	4.7%	5.1%	5.2%		
(CA Unemployment Rate)	5.2%	5.3%	5.8%	5.9%		
(U.S. Unemployment Rate)	3.9%	4.3%	4.5%	4.4%		
Total, All Industries (2)	1,086,100	1,113,500	1,104,400	1,108,200	0.3%	2.0%
Total Farm	11,200	9,800	10,600	10,800	1.9%	-3.6%
Total Nonfarm	1,074,900	1,103,700	1,093,800	1,097,400	0.3%	2.1%
Total Private	822,600	835,600	835,300	838,100	0.3%	1.9%
Goods Producing	119,100	118,100	118,300	118,700	0.3%	-0.3%
Mining, Logging, and Construction	77,800	78,200	78,300	78,400	0.1%	0.8%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	77,200	77,600	77,700	77,800	0.1%	0.8%
Construction of Buildings	15,200	15,300	15,400	15,300	-0.6%	0.7%
Specialty Trade Contractors	53,600	55,400	55,300	55,500	0.4%	3.5%
Foundation, Structure, and Building Exterior Co	14,600	14,700	14,800	14,900	0.7%	2.1%
Building Equipment Contractors	22,700	23,300	23,200	23,200	0.0%	2.2%
Building Finishing Contractors	10,800	11,900	12,000	12,100	0.8%	12.0%
Manufacturing	41,300	39,900	40,000	40,300	0.8%	-2.4%
Durable Goods	25,800	25,000	25,000	25,000	0.0%	-3.1%
Computer and Electronic Product Manufacturing	4,400	4,200	4,200	4,200	0.0%	-4.5%
Non-Durable Goods	15,500	14,900	15,000	15,300	2.0%	-1.3%
Food Manufacturing	6,600	6,100	6,200	6,500	4.8%	-1.5%
Service-Providing	955,800	985,600	975,500	978,700	0.3%	2.4%
Private Service Providing	703,500	717,500	717,000	719,400	0.3%	2.3%
Trade, Transportation, and Utilities	167,800	166,800	167,300	167,700	0.2%	-0.1%
Wholesale Trade	28,500	28,900	28,700	28,500	-0.7%	0.0%
Merchant Wholesalers, Durable Goods	16,500	16,700	16,700	16,600	-0.6%	0.6%
Merchant Wholesalers, Nondurable Goods	10,600	10,400	10,300	10,200	-1.0%	-3.8%
Retail Trade	97,900	99,500	99,500	99,800	0.3%	1.9%
Motor Vehicle & Parts Dealer	14,500	15,000	15,100	15,200	0.7%	4.8%
Building Material and Garden Equipment and Supplies	8,800	9,100	8,900	8,800	-1.1%	0.0%
Grocery and Convenience Retailers	20,400	20,600	20,800	20,700	-0.5%	1.5%
General Merchandise Retailers	19,800	20,500	20,500	20,600	0.5%	4.0%
Health and Personal Care Retailers	5,300	4,500	4,400	4,300	-2.3%	-18.9%
Clothing, Clothing Accessories, Shoe, and Jewelry	6,600	6,500	6,600	6,600	0.0%	0.0%
Sporting Goods, Hobby, Musical Instrument, Book, Transportation, Warehousing, and Utilities	10,600	10,800	10,800	11,000	1.9%	3.8%
Information	41,400	38,400	39,100	39,400	0.8%	-4.8%
Publishing Industries	9,900	8,900	8,900	8,800	-1.1%	-11.1%
Telecommunications	2,100	2,000	2,000	2,000	0.0%	-4.8%
Financial Activities	2,500	2,300	2,300	2,300	0.0%	-8.0%
Finance and Insurance	48,800	48,600	48,800	48,500	-0.6%	-0.6%
Credit Intermediation and Related Activities incl	30,300	29,800	29,900	29,600	-1.0%	-2.3%
Depository Credit Intermediation including Mone	8,200	7,900	7,900	7,900	0.0%	-3.7%
Nondepository Credit Intermediation	5,200	5,000	5,000	5,000	0.0%	-3.8%
Insurance Carriers and Related Activities	1,600	1,600	1,600	1,600	0.0%	0.0%
Real Estate and Rental and Leasing	19,000	18,900	18,900	18,800	-0.5%	-1.1%
Real Estate	18,500	18,800	18,900	18,900	0.0%	2.2%
Professional and Business Services	14,400	14,200	14,300	14,300	0.0%	-0.7%
Professional, Scientific, and Technical Services	133,700	136,500	136,900	136,500	-0.3%	2.1%
Architectural, Engineering, and Related Service	61,400	62,800	63,200	62,600	-0.9%	2.0%
Management of Companies and Enterprises	10,900	11,300	11,500	11,400	-0.9%	4.6%
Administrative and Support and Waste and Remediation	13,100	12,900	13,000	13,000	0.0%	-0.8%
Administrative and Support Services	59,200	60,800	60,700	60,900	0.3%	2.9%
Employment Services	55,700	57,300	57,200	57,300	0.2%	2.9%
Services to Buildings and Dwellings	16,600	16,600	16,500	16,700	1.2%	0.6%
Private Education and Health Services	19,000	19,400	19,400	19,500	0.5%	2.6%
Private Educational Services	189,100	205,100	202,900	206,300	1.7%	9.1%
Private Educational Services	15,400	16,400	16,300	16,400	0.6%	6.5%

Data Not Seasonally Adjusted

	Aug 23	Jun 24	Jul 24	Aug 24	Percent Change	
			Revised	Prelim	Month	Year
Health Care and Social Assistance	173,700	188,700	186,600	189,900	1.8%	9.3%
Ambulatory Health Care Services	61,700	68,300	67,700	69,100	2.1%	12.0%
Hospitals	26,800	28,800	28,400	28,900	1.8%	7.8%
Nursing and Residential Care Facilities	18,600	20,300	20,000	20,400	2.0%	9.7%
Leisure and Hospitality	115,000	112,800	113,600	112,900	-0.6%	-1.8%
Arts, Entertainment, and Recreation	20,600	21,100	21,600	21,000	-2.8%	1.9%
Accommodation and Food Services	94,400	91,700	92,000	91,900	-0.1%	-2.6%
Accommodation	9,400	9,600	9,800	9,800	0.0%	4.3%
Food Services and Drinking Places	85,000	82,100	82,200	82,100	-0.1%	-3.4%
Restaurants and Other Eating Places	80,500	77,800	78,000	77,900	-0.1%	-3.2%
Full-Service Restaurants	34,900	34,600	34,700	34,600	-0.3%	-0.9%
Limited-Service Restaurants and Other Eating	45,600	43,200	43,300	43,300	0.0%	-5.0%
Other Services	39,200	38,800	38,600	38,700	0.3%	-1.3%
Repair and Maintenance	11,600	11,800	11,900	11,900	0.0%	2.6%
Government	252,300	268,100	258,500	259,300	0.3%	2.8%
Federal Government	14,600	14,700	14,800	14,500	-2.0%	-0.7%
Department of Defense	1,600	1,700	1,700	1,700	0.0%	6.3%
Total State and Local Government	237,700	253,400	243,700	244,800	0.5%	3.0%
State Government	132,000	140,700	139,800	136,000	-2.7%	3.0%
State Government Educational Services	26,200	30,300	29,300	26,800	-8.5%	2.3%
State Government Excluding Education	105,800	110,400	110,500	109,200	-1.2%	3.2%
Local Government	105,700	112,700	103,900	108,800	4.7%	2.9%
Local Government Educational Services	54,400	60,000	51,000	56,400	10.6%	3.7%
Local Government excluding Educational Services	51,300	52,700	52,900	52,400	-0.9%	2.1%
County Government	20,100	20,700	20,700	20,600	-0.5%	2.5%
City Government	11,100	11,700	11,700	11,400	-2.6%	2.7%
Special Districts plus Tribes	20,100	20,300	20,500	20,400	-0.5%	1.5%

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
August 2024 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,489,400	18,348,900	1,140,500	5.9%
ALAMEDA	19	828,000	784,600	43,400	5.2%
ALPINE	52	520	480	40	7.8%
AMADOR	26	14,780	13,960	820	5.6%
BUTTE	40	92,700	86,800	5,800	6.3%
CALAVERAS	17	22,910	21,780	1,130	4.9%
COLUSA	56	11,200	10,180	1,030	9.2%
CONTRA COSTA	22	552,100	522,800	29,300	5.3%
DEL NORTE	37	9,510	8,930	580	6.1%
EL DORADO	15	94,900	90,400	4,500	4.8%
FRESNO	51	463,300	427,900	35,400	7.6%
GLENN	45	12,660	11,800	860	6.8%
HUMBOLDT	30	59,300	55,900	3,400	5.7%
IMPERIAL	58	76,600	61,100	15,500	20.2%
INYO	1	8,900	8,540	360	4.0%
KERN	54	401,100	366,400	34,700	8.6%
KINGS	53	59,100	54,300	4,800	8.2%
LAKE	37	28,920	27,160	1,760	6.1%
LASSEN	36	8,640	8,130	510	5.9%
LOS ANGELES	44	5,090,600	4,750,900	339,700	6.7%
MADERA	50	67,500	62,500	5,000	7.4%
MARIN	4	132,500	126,900	5,600	4.2%
MARIPOSA	15	8,200	7,810	400	4.8%
MENDOCINO	19	38,420	36,410	2,020	5.2%
MERCED	55	121,300	110,300	11,100	9.1%
MODOC	26	3,310	3,130	190	5.6%
MONO	4	9,300	8,910	390	4.2%
MONTEREY	26	229,700	216,900	12,800	5.6%
NAPA	6	73,200	70,100	3,100	4.3%
NEVADA	8	50,540	48,250	2,290	4.5%
ORANGE	8	1,595,400	1,523,100	72,300	4.5%
PLACER	12	197,500	188,400	9,100	4.6%
PLUMAS	34	7,800	7,340	460	5.8%
RIVERSIDE	39	1,167,700	1,095,800	71,900	6.2%
SACRAMENTO	22	742,300	702,700	39,700	5.3%
SAN BENITO	41	32,200	30,100	2,100	6.4%
SAN BERNARDINO	30	1,020,500	962,200	58,300	5.7%
SAN DIEGO	18	1,597,600	1,517,100	80,500	5.0%
SAN FRANCISCO	3	554,600	532,000	22,600	4.1%
SAN JOAQUIN	45	356,200	332,000	24,200	6.8%
SAN LUIS OBISPO	7	135,700	129,600	6,000	4.4%
SAN MATEO	1	439,000	421,600	17,300	4.0%
SANTA BARBARA	12	222,000	211,800	10,200	4.6%
SANTA CLARA	8	1,037,700	991,200	46,500	4.5%
SANTA CRUZ	34	135,100	127,300	7,800	5.8%
SHASTA	30	76,200	71,900	4,400	5.7%
SIERRA	12	1,420	1,350	70	4.6%
SISKIYOU	42	16,420	15,330	1,090	6.6%
SOLANO	30	205,500	193,800	11,700	5.7%
SONOMA	8	251,500	240,300	11,200	4.5%
STANISLAUS	47	250,900	233,300	17,600	7.0%
SUTTER	48	48,700	45,100	3,500	7.2%
TEHAMA	42	26,830	25,050	1,780	6.6%
TRINITY	22	4,870	4,610	260	5.3%
TULARE	57	216,500	194,200	22,300	10.3%
TUOLUMNE	26	20,860	19,680	1,170	5.6%
VENTURA	19	413,900	392,300	21,600	5.2%
YOLO	25	111,700	105,600	6,100	5.4%
YUBA	49	33,100	30,700	2,400	7.3%

Notes

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

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

INFORMATION ITEM 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 *August, 2024

8/9/24 - All Staff Meeting

	Lunch	PM Snack	Breakfast	Field Trips
	27,244	25,564	26,064	0
Total Amount of Meals and Snacks Prepared				78,872
Purchases:				
Food	\$106,369.25			
Non - Food	\$11,184.10			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,437.24	
Vehicle Gas / Fuel:			\$2,980.11	
Normal Delivery Days			22	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	1364	114	8%	739	84	11%
Twin Rivers USD	156	**	%	56	**	%
Elk Grove USD	440	45	10%	NA		
Sac City USD	676	43	6%	16	0	0%
San Juan USD	712	57	8%	96	5	5%
WCIC	100	**	%	NA		
COUNTY TOTAL	3448	259	8%	907	89	10%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (08/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	339	0	77%	77% +
Sacramento City USD	676 (48) ^e	36	0	75%	0%
San Juan USD	712	546	0	76%	76% +
SETA	1,364	1,129	0	83%	13% -
Twin Rivers USD	156	131	0	82%	82% +
WCIC/Playmate	100 (0) ^e	0	0	0%	0%
Total	3,448 (2,720)^e	2,181	0 (0%)	80%	17% -

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (08/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	151	16 (101%)	91%	7% -
SETA	739	649	48 (94%)	88%	8% -
Twin Rivers USD	56	46	0	82%	82% +
SCUSD	16	6	0	38%	13% +
Total	977	852	64 (93%)	87%	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

- Continuing to process new registration packets, we are waiting for the enrollment paperwork to clear before enrolling the child into the classroom.
- Barriers related to transportation. Experiencing some feedback from enrolled families that they have decided to disenroll due to transportation issues between siblings at different school sites.
- Concerns about their child being too young for preschool, and a preference for enrolling in an outside program located at the same site as their other children.

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 is still low enrolled, recruitment ongoing with families completing enrollment packets and should see significant percentage increase for the EHS Program in the next month.

San Juan USD

- Due to reduced staffing-16 Early Head Start slots capped.
- Human Resources continues to be backlogged from summer hiring, delay in posting 24 open positions.
- Waitlist exhausted at Davie, Grand Oaks, and Choices.
- Experiencing an influx of families declining the option to enroll after being notified of acceptance to TK program for 24-25.
- ERSEA admin continuing to monitor every week and check in with AFSTs individually to note progress, next steps, and any support needed.

SETA

- The following sites have pending license for EHS classroom(s)- totaling 48 enrollment slots: Florin Grammar, Bright Beginnings, and Spinelli.
- Vacancies in the following positions that support classroom ratio or enrollment: 31 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 2 Family Services Worker.

Twin Rivers USD

- Village Early Head Start has exhausted waiting list. The program will begin targeted recruiting for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (6) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

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

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Promoting our PreK program by using sandwich boards and yard signs in high-traffic areas at school sites. In addition, we share registration information on school Facebook pages. We have created QR codes to allow families to quickly access online enrollment. Our enrollment team continues to monitor responses received on our 2024-2025 online interest form.

Sacramento City USD

- Follow up with families who are on site wait list to inform them of classroom openings as they become available. Our School Community Liaison (SCL) and Parent Advisor is building a rapport with community organizations and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

San Juan USD

- School Community Workers attended 5 back to school nights at the beginning of the year
- ERSEA admin created an HR document and process to be used for communicating and documenting communication with HR.
- ERSEA admin collaborated with SETA to get inquiries specific to low enrollment zip code areas.
- ERSEA Content Specialist has designed a new digital business card for SCWs, EHS Home Based Teachers, and other staff to share main office contact information and interest forms for future families.

SETA

- Onboarding of a Program Information Officer to support agency marketing and recruitment efforts to increase community awareness of program services.
- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 1 Site Supervisor, 7 Associate Teacher's, and 1 Associate Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: National Night Out at Roberts Family Development Center & Marisol Village; Book Donation at Swanson Community Center Arcade Community Center & Carmichael Recreations; UC Davis Mind Institute Resource Fair; Network Café. From these recruitment events, 19 Interest Forms were completed by families inquiring about Head Start services.

Twin Rivers USD

- All vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommend staffing to HR for hiring. Contracted with Childcare Careers (CCC) substitute to temporarily fill the vacancies.
- The ERSEA team recruited at the following community, Food Distribution at H.H. High school; Visit Walmart locations in North Highlands to drop off flyers, Recruitment at local grocery store in Rio Linda, Diaper Giveaway Community Event at New Beginnings Fellowship Church in Rio Linda, Back to School Free Community Event in Rio Linda.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

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.

Summary of SETA's DEI Audit

The following is the summary of the staff perceptions of the various aspects of Diversity, Equity, and Inclusion at Sacramento Employment and Training Agency. On the invitation of the Executive Director, a survey was developed, sent to about 600 employees, soliciting voluntary participation in completing the survey. Employees had a window of about 8 days to complete the survey.

Profile

1. Participation rate: Of the 600 employees, 225 (37%) participated
2. Length of Service: 72 (33%) less than 5 years and 80 (35%) over 15 years of service.
3. Gender Distribution: 196 (89%) identified as female

Observations:
Heavily female employees

7. Do SETA's HR hiring and retention practices promote DEI? 132 (60%) Agreed; 89 (40%) unsure or disagreed/SD

Observations:
Large # of neutral responses indicating lack of knowledge

8. Is diversity a top agenda of SETA? 110 (49%) Agreed/SA; 113 (51%) unsure or disagreed/SD

Perceptions of SETA's DEI

1. Does SETA's ethnic diversity reflect the community it serves? 189 (84%) Agreed/strongly agreed.
2. Does SETA's gender diversity reflect its community? 143 (65%) Agreed/strongly agreed.
3. Does your unit reflect ethnic diversity of SETA's community? 175 (80%) Agreed/strongly agreed.
4. Does your unit reflect gender diversity of the community? 143 (65%) Agreed/strongly agreed.
5. Does leadership reflect ethnic diversity of the community? 134 (60%) Agreed/strongly agreed.
6. Does leadership gender diversity reflect the community? 129 (58%) Agreed/strongly agreed.

Observations:
Respondents seem fine with employees diversity.

9. Is SETA a welcoming place to everyone? 151 (68%) Agreed/SA; (32%) unsure or disagreed/SD
10. Are SETA's HR policies FAIR to everyone? 139 (63%) Agreed/SA; 86 (38%) unsure or disagreed/SD
11. Is compensation/salary scheme FAIR? 125 (56%) Agreed/SA; 100 (44%) unsure or Disagreed/SD
12. Are SETA's promotion practices FAIR? 98 (44%) Agreed/SA; 125 (56%) unsure or disagreed/SD
13. Does SETA have a working DEI Plan? 38 (44%) Agreed/SA; 127(56%) unsure or disagreed/SD
14. Are SETA's DEI practices effective? 88 (40%) Agreed/SA; 136 (60%) unsure or disagreed/SD
15. Does SETA provide DEI professional development? 96 (43%) Agreed/SA; 128 (57%) unsure or disagreed/SD
16. Does SETA have a DEI Scorecard/Annual Report that is made public? 55 (25%); 167 (76%) unsure or disagreed/SD

17. Does SETA hold leaders accountable for DEI performance? 67 (30%); 156 (70%) unsure or disagreed/SD

18. How would you rate the need for DEI program? 115 (51%) High/VH; 110 (49%) unsure or Low/VL

19. How would you rate the need for DEI training? 125 (57%) High/VH; 96 (43%) unsure or Low/VL

20. Do staff (irrespective of background) feel a sense of belonging at SETA? 117 (52%) Agreed/SD; 108 (48%) unsure, disagreed/SD

21. Does lack of DEI agenda limits SETA's ability to serve its constituents and fulfill its mission effectively? 97 (44%) Agreed/SA; 123 (56%) unsure or disagreed/SD

22. Ranked Topmost DEI related challenges, 1st to 5th:

1. Equitable Pay
2. Staff Retention
3. Equitable Promotion
4. Equitable Recognition
5. Diversity Hiring

23. Do external stakeholders think SETA's DEI outstanding? 83 (38%) Agreed/SA; 138 (62%) unsure, disagreed/SD.

24. How comfortable in discussing cultural background with colleagues at SETA? 159 (72%) Comfortable/VC; 63 (28%) unsure or Somewhat/Very Uncomfortable.

25. How satisfied with DEI efforts at SETA? 115 (53%) Satisfied/VS; 102 (47%) unsure or Dissatisfied/VD.

Observations:
DEI training recommended

Observations:
Equitable Pay a concern

26. Ranked DEI related strategies SETA should adopt, 1st being topmost:

1. Training & Professional Development
2. Staff Retention Strategies
3. Leadership DEI Professional Development
4. Strategies to enhance Workplace Culture
5. Hiring Strategies that promote DEI
6. HR/Policies and Practices
7. Diversity Scorecard/Accountability
8. Diversity Plan
9. Accommodation for people with disabilities

27. How would you recommend DEI training for SETA employees? 135 (61%) High/VH; 87 (39%) unsure or high/VH.

28. How would you recommend DEI training for SETA leaders? 149 (67%) High/VH; 73 (33%) unsure or high/VH.

Observations

1. Majority considers ethnic and gender diversity of employees okay despite very small male number.
2. Bimodal distribution of length of service with 33-35% less than 5 years and over 15 years.
3. A large number of respondents indicated neutral on the following items, suggesting they were unsure: how HR hiring and retention promote DEI (27%), if diversity is a top agenda (33%), if compensation/salary is fair (25%), if promotion practices are fair (28%), if SETA has a DEI Plan (44%), if SETA's DEI practices are effective (48%), if SETA provides DEI training (39%), if SETA has DEI Scorecard/annual report that is made public (54%), if leaders are held accountable (48%), the need for DEI program (40%), the need for DEI training (38%), employees' sense of belonging (29%), if DEI agenda limits mission fulfillment (40%), if external stakeholders think SETA's DEI is outstanding (56%), Satisfaction with SETA's promotion of DEI (39%), recommendation of DEI training for employees (35%), recommendation of DEI training for leaders (29%). The large number of unsure responses suggests a need for training, communication, and adoption of effective DEI agenda.
4. Equitable pay, staff retention, equitable promotion, equitable recognition, and diversity hiring were ranked as top challenges in that order.
5. DEI training, staff retention, and leadership DEI professional development ranked top 3 strategies for SETA to adopt.
6. Overall, it appears many have never had DEI training but desire such professional development.