

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday December 5, 2024 10:00 a.m.

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

PUBLIC COMMENT PROCEDURES

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

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

In-Person Public Comment

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

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 81411555008# US (San Jose).

Meeting ID: 814 1155 5008

Passcode: 298624

[Find your local number](#)

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Vacant
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.
EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:

- *Monica Avila*, Program Officer (25 years)
- *Susan Bacaylan-De La Rosa*, Associate Teacher (25 years)

I. CONSENT ITEMS:

- | | | |
|-----------|---|-----|
| A. | Approval of Minutes of the November 7, 2024 Regular Board Meeting
(Anita Maldonado) | 1-7 |
| B. | Approval of Claims and Warrants (Anita Maldonado) | 8 |
| C. | Approval of Modifications to the Bylaws of the Sacramento County
Head Start/Early Head Start Policy Council (Karen Griffith) | 9 |

II. ACTION ITEMS:

A. General Administration

- | | | |
|----|--|-------|
| 1. | Amendment of Rules of Procedure for the SETA Governing Board
(Legal Counsel/Anita Maldonado) | 10-21 |
| 2. | Appointment of the Public Representative Member to the SETA
Governing Board (Anita Maldonado) | 22 |
| 3. | Approval of Agency 2024-2027 Strategic Plan (Anita Maldonado) | 23 |
| 4. | Approval to Release a Request for Proposals for Labor Negotiations
and Consultation Services for the Sacramento Employment and
Training Agency (D'et Saurbourne) | 24 |
| 5. | Approval of Procurement of the Agency's Workers Compensation
Insurance (Mario Maslac) | 25 |
| 6. | Approval of Reappointment to the Sacramento Works, Inc. Board
(Roy Kim) | 26-27 |

B. Workforce Development Department

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant:

- | | | |
|----|--|-------|
| 1. | Approval of Community Services Block Grant (CSBG) Program,
Delegate Agency Funding Extension Recommendations for Program
Year 2025 (Julie Davis-Jaffe) | 28-33 |
|----|--|-------|

Refugee Services: No items

C. Children And Family Services Department

- | | | |
|----|--|--|
| 1. | Approval of the SETA Head Start and Early Head Start Health/Safety | |
|----|--|--|

	Screeners Summary Report (Karen Griffith)	34-35
	2. Approval of Selection of General Contractor for Tenant Improvement for the Northview Early Learning Center (Karen Griffith)	36
III.	INFORMATION ITEMS:	
	A. Fiscal Monitoring Reports (Mario Maslac)	37-49
	• Asian Resources, Inc.	
	• North State Building Industry Foundation	
	• Sacramento City Unified School District	
	• Slavic Assistance Center, Inc.	
	• South County Services, Inc.	
	• Women’s Civic Improvement Club of Sacramento, Inc.	
	B. Employer Success Stories and Activity Report (William Walker)	50-61
	C. Dislocated Worker Update (William Walker)	62-65
	D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim/Cara Welch)	66-71
	E. Head Start Reports (Karen Griffith)	72-78
IV.	REPORTS TO THE BOARD:	79-82
	A. Chair	
	B. Executive Director	
	C. Deputy Directors	
	D. Counsel	
	E. Members of the Board	
	F. Public	
V.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, November 27, 2024.

CONSENT ITEM I-A

Approval of Minutes of the November 7, 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 November 7, 2024 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday November 7, 2024 10:00 a.m.

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:07 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 (*arrived and seated at 10:06 a.m.*)

Rich Desmond, Member, Board of Supervisors

Members Absent:

Eric Guerra, Member, City of Sacramento

Recognition of Long-term Employees:

Richard Davis, Network Engineer (30 years of service)

Mr. Castro congratulated Mr. Richard Davis on his 30 years at SETA and provided his background highlights.

Ms. Sherman arrived and was seated at 10:06 a.m.

Recognition of Public Representative Sophia Scherman

Ms. Scherman, a dedicated member of the SETA Governing Board, will not seek another term on the Board. As she concludes nearly 32 years of service, Ms. Maldonado, Board members, staff, and the children of Sharon Neese Early Learning Center celebrated her remarkable journey. The Agency expressed heartfelt gratitude for her unwavering commitment and inspiring leadership.

I. CONSENT ITEMS:

- A. Approval of Minutes of the October 3, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Applications to the California Workforce Development Board for Workforce Accelerator Funds, and Authorize the Executive Director to Execute the Agreement(s), Modifications, and Any Other Documents Required to Implement a Successful Program

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

- A. Approval of Minutes of the October 3, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of Applications to the California Workforce Development Board for Workforce Accelerator Funds, and Authorize the Executive Director to Execute the Agreement(s), Modifications, and Any Other Documents Required to Implement a Successful Program

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

II. ACTION ITEMS:

A. General Administration

1. Appointment of the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item and indicated that according to the Joint Exercise of Powers Agreement that established SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the Public Representative to the Governing Board. However, the current Agreement limits direction and does not provide a formal or mandatory procedure for this process. Therefore, staff recommends postponing the item until the December meeting, when a proposed process for recruiting replacement members will be presented.

Ms. Vang supported the staff's recommendation, while Ms. Scherman urged the Board to fill the vacancy in a timely manner.

Moved/Kennedy, second/Desmond, to table the appointment of the Public Representative member to the next meeting.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Maldonado reviewed the item. She advised that it provides an opportunity for the Board to nominate and elect officers for a one-year term beginning on November 7, 2024. The Chair alternates among the City, County, and Public Representative members of the Board.

Ms. Vang nominated Mr. Desmond as Chair and Mr. Guerra as Vice Chair.

There were no other nominations for either position.

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

Mr. Desmond was elected as the Chair. Mr. Guerra was elected as the Vice Chair.

3. Approval of the SETA Mission and Vision Statements

Ms. Maldonado reviewed the item. She advised that over the past few months, SETA has been involved in the first agency-wide strategic planning initiative with Dalberg Consultants. The process included interviews of team members, stakeholders, focus groups, leadership, and surveys of staff, stakeholders, board members, and committee members. As a result, the following Mission and Vision Statements were developed.

Mission Statement: SETA transforms lives by supporting programs and partners that empower people to thrive.

Vision Statement: A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.

The finalized SETA Strategic Plan will be presented to the Board for approval at December's meeting.

Moved/Desmond, second/Scherman, to approve SETA Mission and Vision Statements as stated.

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

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Mr. Maslac, the Fiscal Chief of SETA, introduced Mr. Ken Johnson, Senior Vice President at Arthur J. Gallagher & Co. (Gallagher) Mr. Johnson presented the SETA Strategic Review for purchasing insurance that is set to expire on December 1, 2024, and provided handouts. He recommended, based upon this year's quotes, to move the insurance package to Philadelphia Insurance Co., and to allow Gallagher to work with the Executive Director over the next few weeks to negotiate a lower price for excess liability of \$10M XS \$10M in order to achieve a more reasonable renewal.

It was clarified that insurance purchase is an allowable cost for which the grant funds will be used.

Mr. Johnson also recommended delegating procurement of cyber insurance to the Executive Director.

Moved/Scherman, second/Kennedy, to approve purchasing Agency insurance for general liability, vehicle liability, umbrella liability, property, crime, inland marine, professional liability, employee benefits, sexual/physical abuse, directors and officer's liability, employment practices liability, participant accident, and flood, and to delegate procurement authority to SETA Executive Director for excess liability \$10M XS \$10M and cyber and ensure SETA has insurance coverage by December 1, 2024.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

B. Workforce Development Department

General/Discretionary:

1. Ratification of the Submission of an Application to the Employment Development Department for the Workforce Innovation and Opportunity Act (WIOA) Opportunity Young Adult Career Pathway Program, Program Year 2024-2025, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Mechals reviewed the item. She advised that SETA, in partnership with the Building Careers Foundation, Golden Sierra Job Training Agency, and Sacramento Chinese Community Service Center, submitted an application to the Employment Development Department for the WIOA Opportunity Young Adult Career Pathway Program (OYACPP) to provide work-based learning, occupational skills training, and supportive services to OYACPPA participants.

Moved/Desmond, second/Kennedy, to approve the submission of an application to the EDD for Workforce Innovation and Opportunity Act OYA Career Pathway Program funds, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

One Stop Services: No Items

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

1. Approval of Naloxone Policy

Ms. Griffith introduced herself and reviewed the item. She advised that this policy was created by the Health Services Advisory Committee (HSAC) in collaboration with Sacramento Public Health to establish procedures for managing an overdose prevention protocol through the utilization of naloxone by trained and qualified staff. Each of the First Aid kits, fanny packs, and emergency backpacks throughout the agency will be deployed with two (2) doses of naloxone.

Moved/Kennedy, second/Desmond, to approve Sacramento County Naloxone Policy and Procedure.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2025-2026 to the California Department of Education (CDE)

Ms. Griffith advised that this item's approval authorizes SETA to submit its annual refunding application to the California Department of Education for preschool services.

Moved/Scherman, second/Desmond, to approve the submission of the application for continued funding for fiscal year 2025-2026 to the California Department of Education with a maximum reimbursement amount of approximately \$6.7M.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

3. Approval to Submit Annual Refunding Application for Fiscal Year 2025-2026 to the California Department of Social Services (CDSS)

Ms. Griffith advised that this item's approval authorizes SETA to submit its annual refunding application to the California Department of Social Services for infant/toddler state services with an increase of nearly \$2M from last year.

Moved/Scherman, second/Kennedy, to approve the submission of the application for continued funding for fiscal year 2025-2026 to the California Department of Social Services with a maximum reimbursement amount of approximately \$6.3M.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

III. INFORMATION ITEMS:

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No questions
- C. Dislocated Worker Update: No questions
- D. Unemployment Update/Press Release from the Employment Development Department: No questions
- E. Head Start Reports: No questions

IV. REPORTS TO THE BOARD:

- A. Chair: No report
- B. Executive Director: No report
- B. Deputy Directors: No report
- C. Counsel: No report
- D. Members of the Board:
Ms. Scherman expressed her gratitude to Mr. Thatch and Mr. Walker for their outstanding work and support.
- E. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:59 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 09/23/2024 through 10/21/2024.

BACKGROUND:

Anita Maldonado, Executive Director, has reviewed the claims for the period 09/23/2024 through 10/21/2024, and all expenses appear to be appropriate.

CONSENT ITEM I-C

Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Presenter: Karen Griffith

RECOMMENDATION:

Approve the modifications to the Sacramento County Head Start/Early Head Start Policy Council Bylaws.

BACKGROUND:

The Personnel/Bylaws Committee 2023-2024 met during the program year to review and recommend revisions to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by green *italic type*; deletions are indicated by red ~~strikethrough~~.

The Policy Council approved the modifications to the Bylaws at their November 26, 2024 meeting.

The Bylaws will be sent under separate cover.

Staff will be available to answer questions.

ACTION ITEM II-A-1

Amendment of Rules of Procedure for the Governing Board

Presenter: Legal Counsel/Anita Maldonado

RECOMMENDATION:

Approve the attached resolution, which re-adopts the current Rules of Procedure with non-substantive, technical amendments as described and with the following substantive amendment of Rule 6, effective immediately, [deleted language is in ~~strikeout~~ text, added language is in red]:

"REGULAR MEETINGS. Regular meetings of the Governing Board shall be held on the first Thursday of each month at ~~10:00~~ 9:00 a.m. The date and time of the regular meetings of other boards, councils and committees to which these rules apply shall be set forth in the bylaws or charter of each board, council, or committee, or shall be set by that board, council or committee or, unless otherwise prohibited, may be set by the Governing Board."

BACKGROUND:

Governing Board Chairperson Rich Desmond has requested that the Board consider moving the regular meetings to 9:00 a.m. The time and dates for regular meetings are controlled by the Board's adopted Rules of Procedure, which currently provide for regular meetings of the Board to begin at 10:00 a.m. The Governing Board must amend its Rules of Procedure to accommodate this request. The process for such amendment is outlined in Rule 28 of the Rules of Procedure, which provides for amendment at any time by resolution approved by a majority of the Board, with the effective date as specified in the resolution.

The amendment of the Rules of Procedure to change the time of the regular meetings to 9:00 a.m. will have no impact on the ability of the Governing Board to call Special or Emergency Meetings as permitted by the Brown Act. In addition to this substantive amendment, the resolution recommended for adoption also includes non-substantive, technical amendments indicated in the attached redline version.

A RESOLUTION ESTABLISHING RULES OF PROCEDURE
FOR THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY AND FOR BOARDS, COUNCILS, AND COMMITTEES
ESTABLISHED BY THE GOVERNING BOARD OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BE IT RESOLVED by the Governing Board of the Sacramento Employment and Training Agency, a joint powers agency comprised of the County of Sacramento and the City of Sacramento, that the following are hereby adopted as the Rules of Procedure for said Board and for the boards, councils, and committees established by the Governing Board of the Sacramento Employment and Training Agency as identified in the following Rules of Procedure effective on and after the 5th day of December, 2024:

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD
RULES OF PROCEDURE

RULE 1. PURPOSE. These rules are adopted for the purpose of providing for the orderly and effective conduct of meetings of the Governing Board with full and reasonable opportunity for public participation. Except as otherwise expressly provided, these rules shall apply to all regular, special and emergency meetings of the governing Board and all regular, special and emergency meetings of the boards, councils and committees established by the Governing Board for which these rules apply as identified herein. These rules shall be interpreted as broadly as may be consistent with the foregoing stated purposes.

RULE 2. DEFINITIONS. For the purposes of these rules the following words have the following meanings:

(a) "Adjourned meeting" means a continuation of a preceding regular or special meeting scheduled for a particular time for later the same day or a subsequent day. An adjourned meeting is scheduled by board action at the preceding regular or special meeting by which that meeting is "adjourned to" or "adjourned until" the later specified time.

(b) "Adjourning a meeting" is the board action by which a regular or special meeting is formally closed.

(c) "Board" means the Governing Board as the governing body of the Sacramento Employment and Training Agency. "Board" shall also mean any board, council or committee established by the Governing Board of the Sacramento Employment and Training Agency to which these Rules of Procedure are made applicable as identified in these rules of Procedure as the context may so indicate.

(d) "Chair" means the person elected to serve as chair or the person serving as chair in the absence of the chair as provided in these rules.

(e) "Clerk" means the Executive Director of the Sacramento Employment and Training Agency or the Executive Director's designee.

(f) "Emergency meeting" means a meeting called as authorized by Government Code Section 54956.5.

(g) "Governing Board" means the Governing Board of the Sacramento Employment and Training Agency.

(h) "Meeting" means any regular, adjourned regular, special, adjourned special, emergency, or adjourned emergency meeting.

(i) "Recess" means a short intermission in a meeting of the Board which does not close the meeting and after which Board business will immediately be resumed at the point where it was interrupted.

(j) "Regular meeting" means any meeting of the Board that is automatically scheduled as required by these rules.

(k) "Special meeting" means a meeting called as authorized by Government Code Sections 54956.

RULE 3. OPEN MEETINGS. All meetings of the Board shall be open to the public except for such closed sessions as are authorized by law.

RULE 4. PLACE OF MEETINGS. Unless otherwise specified, all meetings of the Board shall be held in the board chambers of the Governing Board of the Sacramento Employment and Training Agency, 925 Del Paso Boulevard, Suite 100, Sacramento, California.

RULE 5. CANCELLATION OF MEETINGS. The clerk shall cancel any meeting for which a quorum is not expected to or does not appear. The meeting shall be cancelled in such manner as may be prescribed by law. Any business on an agenda for a cancelled meeting shall be scheduled for such subsequent meeting as the clerk may prescribe, and shall be conducted during the next regular meeting unless otherwise specified.

Regular meetings may be cancelled by the Board. The Board may schedule a series of cancellations during a particular period or periods of the year for the purpose of promoting improvement in the efficient conduct of business of the Sacramento Employment and Training Agency.

RULE 6. REGULAR MEETINGS. Regular meetings of the Governing Board shall be held on the first Thursday of each month at ~~10:00~~ 9:00 a.m. The date and time of the regular meetings of other boards, councils and committees to which these rules apply shall be set forth in the bylaws or charter of each board, council, or committee, or shall be set by that board, council or committee or, unless otherwise prohibited, may be set by the Governing Board.

RULE 7. SPECIAL MEETINGS. Special meetings of the Board may be called in the manner prescribed by Government Code Section 54956.

RULE 8. EMERGENCY MEETINGS. Emergency meetings of the Board may be called in the manner prescribed by Government Code Section 54956.5.

RULE 9. ADJOURNED MEETINGS. Any regular, adjourned regular, special or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. An emergency meeting or adjourned emergency meeting may only be adjourned if permitted under the provisions of Government Code Section 54956.5. If all members are absent, the clerk may adjourn any meeting to a specific time.

RULE 10. CHAIRPERSON. (a) The Governing Board shall elect a chair and a vice chair in accordance with the Joint Exercise of Powers Agreement established by the Sacramento Employment and Training Agency. Other boards, councils and committees established by the Governing Board shall select a chair in accordance with the bylaws or charter of that board, council or committee or, if not set forth in bylaws or charter, on the first meeting of the fiscal year of the grant or contract under which that board, council or committee is formed. In the chair's absence or inability to act, the vice chair shall preside. In the absence or inability to act of both the chair and the vice chair, the members present shall select one of the members present to act as temporary chair.

(b) The chair shall preside over the meeting, maintain orderly procedure in accordance with these rules and decide questions of procedure subject to appeal to the full board.

(c) The chair shall be entitled to vote on all matters before the Board, may participate in discussion relating to any matter, may make motions without relinquishing the chair, and may second any motion without relinquishing the chair.

(d) Subject to appeal to the full Board, the chair shall rule on all procedural matters or questions not specifically covered by these rules.

(e) Any member of the Board who desires to speak shall first be recognized by the chair.

RULE 11. QUORUM. (a) A majority of the members of the Governing Board shall constitute a quorum for the transaction of business. A quorum for boards, councils, and committees established by the Governing Board shall be as determined in the bylaws or charter of each board, council or committee or, if not so identified, shall be defined as members possessing a majority of the votes.

(b) If a quorum is not present for any meeting and at least two board members are

present, they may meet as a committee of the Board and submit their recommendations to the Board as a committee report either upon the arrival of a quorum, so that a quorum is present, or at the next regular meeting of the Board.

RULE 12. ADDRESSING THE BOARD. (a) Any member of the public desiring to address the Board shall first be recognized by the chair. The person shall then step to the podium and give his or her name and address to the clerk.

(b) Subject to appeal to the Board, the chair may, in the interest of facilitating the conduct of business of the Board, limit the time that a person may expend in addressing the Board, or establish a uniform time limit for each person addressing the Board in relation to a particular matter.

(c) Members of the public desiring to exercise the right conferred by Government Code Section 54954.3 to address the Board during regular meetings respecting matters over which the Board has subject matter jurisdiction but which are not identified on the posted agenda for that meeting, may do so following the transaction by the Board of all business for that meeting identified on the posted agenda and all off-agenda matters acted upon pursuant to subdivision (b) of Government Code Section 54954.2. Unless otherwise ordered by the Board, no person desiring to exercise such right as to a matter which does not appear on the posted agenda may speak longer than five minutes at a particular regular meeting; provided that the chair may defer or limit such five minute speaking opportunities by:

(1) Scheduling a public hearing upon the matter during a future meeting at a time and date certain;

(2) Terminating comments that are repetitive or redundant in that they express thoughts that have been communicated by previous speakers;

(3) Terminating the comments of a person who has exercised the right conferred by Government Code Section 54954.3 at a previous regular meeting of the Board with respect to the subject matter upon which comment is attempted to be made; or

(4) Terminating such comment because for other reasons the intent of subdivision (a) of Government Code Section 54954.3 has been, or will within a reasonable period of time be, fulfilled.

Unless determined otherwise by the Board, the total time allocated during a particular regular meeting to provide an opportunity for all members of the public to address the Board upon matters that are not identified on the posted agenda for that meeting shall not exceed fifteen minutes.

RULE 13. LEGAL COUNSEL. (a) All questions of law shall be referred to Legal Counsel for opinion.

(b) All proposed resolutions shall be referred to Legal Counsel for approval as to form.

RULE 14. REFERRAL TO DIRECTOR. Communications, resolutions, or other matters coming before the Board may, if deemed necessary, be referred to the Executive Director or the Executive Director's designee.

RULE 15. BOARD ACTIONS. All actions of the Board shall be taken by motion made and duly seconded or by the adoption of a resolution.

RULE 16. REPORTING OF ACTION TAKEN IN CLOSED SESSION. The following actions of the Board, if taken in closed session, must be reported to the public in open session in the manner herein prescribed and should be reported by reconvening the open session at the time the closed session action is taken:

(a) Real Estate matters: Approval and substance of the agreement must be disclosed after the agreement is final;

(b) Commencing litigation: Approval to defend or initiate legal action must be reported during the meeting in which the closed session is held. Moreover, the particulars with respect to the adverse party must be disclosed as soon as practical after the action is initiated unless to do so will interfere with service of process or jeopardize current settlement negotiations;

(c) Settlement Agreements: Approval of a settlement agreement, including the substance thereof, must be reported as soon as settlement is reached;

(d) Employee Actions: Action taken with respect to appointing, employing, dismissing or accepting the resignation of an employee must be reported at the same meeting. It must include the title of the position and any change in compensation; and

(e) Collective Bargaining: Labor negotiations shall be reported after approval, identifying the other party(ies) to the negotiation.

All such reports of actions taken in closed session may be oral or written, but the public is entitled to receive and review copies of all contracts, settlement agreements or other documents finally approved in a closed session.

RULE 17. VOICE VOTE REQUIRED. In relation to all actions of the Board, each board member shall respond in one of the following ways:

(a) "Yes" or "Aye"

(b) "No" or "Nay"

(c) "Abstain"

RULE 18. MAJORITY VOTE REQUIRED. (a) No action may be taken by the Governing Board except upon the affirmative vote of three members of the Governing Board. Majority vote requirements for other boards, councils and committees to which these rules apply shall be in accordance with the bylaws or charter of each board, council or committee or, if not so identified, shall be a vote of not less than a majority of votes on that board, council or committee, regardless of the number of members present at any meeting where a vote is taken.

(b) An abstention from voting by a board member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

RULE 19. RESOLUTIONS. No resolution shall be offered unless in writing.

RULE 20. AGENDA - FORMULATION. An agenda shall be prepared by the clerk for each regular and special meeting of the Board, and an abstract of all matters requiring action shall be set forth therein. The agenda shall include:

(a) A brief general description of each item of business to be transacted or discussed during the public session; and,

(b) A specific identification of the types of any matters to be considered in closed session, including the following agenda item information, which should be read into the record before commencing the closed session:

(1) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8 (Real property):

"CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)"

(2) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9 (litigation):

"CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)"

"CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (Specify number of potential cases)

Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Specify number of potential cases)"

(3) With respect to every item of business to be discussed in closed session pursuant to Section 54967 (public safety/employee evaluation, discipline):

"THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer)"

"PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)" "PUBLIC

EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release)"

(4) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6 (collective bargaining):

“CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: (Specify name)

Employee organization: (Specify name of organization representing employee)

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)”

For regular meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items of interest which are within the subject matter jurisdiction of the Board.

For special meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items for which action is proposed to be taken prior to action on the item.

With respect to the Governing Board, subject to overriding approval by the Governing Board, the following officers shall be authorized to place matters on the agenda: The members of the Board, individually; the County Executive; the City Manager; the Executive Director; the Legal Counsel; and any department head through and with the approval of the Executive Director.

With respect to other boards, councils, and committees established by the Governing Board to which these rules apply, subject to overriding approval of the Board, the following officers shall be authorized to place matters on the agenda: The Governing Board; the members of the board, council or committee, individually; the Executive Director or the Executive Director’s designee; and Legal Counsel.

RULE 21. AGENDA - POSTING - DEADLINES. A consolidated agenda shall be prepared for meetings of the Governing Board and all other boards, councils, and committees to which these rules apply.

(a) Matters to be placed on the agenda for a regular meeting shall be filed in the office of the clerk with all supporting and other materials no later than 5:00 p.m. seven days preceding the meeting. The deadlines specified in this subdivision do not apply to supporting and other materials relating to the award of contracts or subgrants.

(b) The clerk shall have and make available for public inspection and copying, and publicly post, an agenda for each regular meeting not later than 72 hours preceding the commencement of the meeting. All agendas for regular meetings shall be posted in the lobby of the ground floor of the Sacramento Employment and Training offices located at 925 Del Paso Boulevard, Suite 100, Sacramento, California, and on the SETA website located at www.seta.net.

Additionally, all agendas for regular meetings shall be posted at locations in City Hall and the County Administration Building designated for the posting of such meeting notices.

(c) The Board shall not take action on an item of business which does not appear on the posted agenda for a regular meeting except as authorized by subparagraphs “(1)”, “(2)”, or “(3)” of subdivision “(b)” of Government Code Section 54954.2 and, as appropriate, following the determinations authorized by subparagraphs “(1)” or “(2)” of subdivision “(b)” of that Section. Action shall not be taken on any item of business which does not appear on the posted agenda for a regular meeting unless either: (i) such action is authorized by subparagraph “(3)” of subdivision “(b)” of said Section 54954.2; or, (ii) a person authorized by Rule 20 to place matters on the agenda has filled out and executed that document entitled “Certification Form” stating the reasons for such off-agenda consideration, which form is attached hereto and made a part hereof.

(d) The clerk shall prepare and timely serve and post agendas for special meetings in accordance with the provisions of Section 54956 of the Government Code providing for at least twenty-four hours notice and posting preceding a special meeting. The waiver of notice provisions set forth in Government Code Section 54956 shall be applicable to special meetings of the board. The location for posting of agendas for special meetings shall be as set forth in subsection (b) of this Rule 20 for the posting of agendas for regular meetings. Only business identified on the agenda of a special meeting may be considered at such meeting.

(e) The clerk shall provide for notice of emergency meetings in accordance with the provisions of Section 54956.5 of the Government Code.

RULE 22. COMMUNICATIONS TO THE BOARD. (a) The clerk shall receive all correspondence and shall take one of the following actions:

- (1) Refer it to the appropriate officer or department.
- (2) Receive and file the item and so indicate on the next agenda.
- (3) Agenda the item under the appropriate category on the next agenda.

(b) The clerk shall also notify the chair of the Board in all instances of urgency.

(c) A Board member who individually receives correspondence of general interest shall provide a copy to the clerk to be handled as outlined under (a) and (b), above.

RULE 23. FINDINGS. Formal written findings shall be prepared for adoption by the Board as part of its decision regarding any matter in which formal written findings are required by statute or other law or regulation. After hearing and decision by the Board regarding any matter in which formal written findings are required, the hearing may be closed and the matter may be continued to a future meeting for the adoption of such findings. The decision shall not be final until the findings have been adopted. Prior to the adoption of findings, the decision may be changed or modified by the Board.

RULE 24. RECONSIDERATION OR RESCISSION. (a) A motion to reconsider may be made in relation to any prior Board action taken at the same or a prior meeting. If the motion to reconsider is approved, the prior Board action shall remain unaffected unless, after reconsideration, the Board acts to modify the prior action.

(b) A motion to rescind may be made in relation to any prior Board action taken at the same or at a prior meeting. If the motion to rescind is approved, the effect shall be to nullify and vacate the prior Board action.

(c) A motion to reconsider or a motion to rescind may not be made in relation to any prior Board action if the action involved is a matter over which the Board has lost jurisdiction or if for any other reason reconsideration or rescission of the action would not comply with any applicable legal requirement.

(d) A motion to reconsider or rescind may be made only by a member who has voted with the majority in acting on the matter to which the motion relates.

RULE 25. POSTPONEMENT. (a) The Board may postpone or continue any pending matter at any time, either on its own motion or at the request of any person interested in the matter.

(b) Every request for postponement shall include a statement of the reasons for the request.

(c) A request for postponement of a matter from a person interested in the matter shall be made in writing at the earliest opportunity prior to the time the matter is to be heard, if feasible.

(d) An oral request shall be promptly confirmed in writing.

(e) In ruling on a request for postponement, the Board may consider any relevant circumstances including, but not limited to, the reasons for the request, whether the request was made as much in advance as feasible, and any inconvenience to other persons interested in the matter which will be caused by postponement.

RULE 26. APPOINTMENTS. When a nomination is made for appointment to any board, council, committee or other office, the nomination shall not be acted upon by the Governing Board until at least one week after the nomination is made. This rule does not apply when by law the Governing Board is required to appoint a specific person to any such office.

RULE 27. OTHER BOARDS, COUNCILS AND COMMITTEES. (a) These Rules of Procedure shall apply to the following boards, councils, and committees established by the Governing Board:

- (1) Head Start Policy Council

(2) Head Start Parent Advisory Committee (PAC)

(3) Community Action Board.

(b) These rules shall also apply to any board, council or committee established by the Governing Board subsequent to the date of adoption of the resolution enacting these rules, unless the Governing Board specifically provides otherwise or unless the Governing Board is precluded by law from so requiring.

(c) The Workforce Investment Board may, by action of its board of directors, adopt these Rules of Procedure for use by its board.

RULE 28. AMENDMENT OR SUSPENSION. (a) Any rule may be amended or repealed at any time by resolution approved by a majority vote of the Governing Board. Any such amendment or repeal shall be effective either immediately or at such later time as is specified in the resolution.

RULE 29. RULES ARE PROCEDURAL. These rules are adopted and intended to provide procedures for the conduct of Board business. Any board action which is taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in its effect because of a claim that the procedure followed by the Board in taking such action was not in accord with any provision or provisions of these rules.

On a motion by member _____, seconded by member _____, the foregoing resolution was passed and adopted by the Governing Board of the Sacramento Employment and Training Agency, this 5th day of December, 2024, by the following vote, to wit:

AYES: Member

NOES: Member

ABSENT: Member

Chair of the Governing Board of the
Sacramento Employment and Training Agency

ATTEST: _____
Clerk of the Boards

ACTION ITEM II-A-2

Appointment of the Public Representative Member to the SETA Governing Board

Presenter: Anita Maldonado

RECOMMENDATION:

To discuss the appointment process of the Public Representative Member to the SETA Governing Board (GB) and take appropriate action.

SETA staff recommends the following process:

1. Develop a position description
2. Develop qualifications (elected position, target areas, etc.)
3. Create a targeted solicitation to a pool of qualified candidates via social media, personal solicitation calls, emails, etc. (see sample application attached)
4. Review and rate applications using a rubric
5. Create a short list of qualified candidates
6. Governing Board reviews and interviews final slate of candidates – optional
7. Governing Board makes a final selection
8. Selected candidate is presented for approval to the Supervisors, City Council and Governing Board
9. Once approved by the Board of Supervisors and City Council, candidate is seated at GB meeting
10. SETA provides an orientation to the newly seated GB member

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years.

Ms. Sophia Scherman was selected through this process in January 1999 to serve a two-year term, which has been extended every two years to this year. Ms. Scherman decided to resign from the Board in November 2024 and is not looking to be reappointed for another term at this time.

With the approval of the recommended process, a position description and qualifications will be presented to the Governing Board at the February 2025 meeting.

ACTION ITEM II-A-3
Approval of Agency 2024-2027 Strategic Plan

Presenter: Anita Maldonado

RECOMMENDATION:

To review and approve the 2024-2027 Agency Strategic Plan.

BACKGROUND:

The Agency's Strategic Plan marks a significant milestone in SETA's 46-year history. A first of its kind, the comprehensive Strategic Plan serves as a roadmap for the Agency's future direction, purpose, and priorities.

Dalberg Partners were selected in March 2024 as the Consultant to help facilitate SETA's strategic planning efforts. Dalberg has been working with the executive and management teams to obtain input and feedback. Additionally, benchmarking and stakeholder survey data were used to inform the final report.

The Strategic Plan will be sent under separate cover.

ACTION ITEM II-A-4

Approval to Release a Request for Proposals for Labor Negotiations and Consultation Services for the Sacramento Employment and Training Agency

Presenter: D'et Saurbourne

RECOMMENDATION:

Approve the release of the Request for Proposals (RFP) for labor negotiations and consultation services.

BACKGROUND:

The purpose of this RFP is to solicit proposals for the consideration of contracting with one or more contractors to provide labor negotiations services, which includes consulting with and advising the SETA Governing Board and the SETA Executive Director in employer-employee relations, and assisting SETA in meeting and conferring in good faith with representatives of recognized employee organizations.

Represented SETA employees are currently covered under one of three labor agreements with the American Federation of State, County and Municipal Employees (AFSCME) Local 146:

- Head Start Unit
- Clerical, Technical, and Analytical Unit
- Supervisory Unit

The current labor agreements expire on June 30, 2025. The Agency anticipates beginning the process of negotiating new three-year term labor agreements in January 2025.

SETA's current labor relations consultant has been providing services since 2013. Periodic competitive procurement is essential to ensuring the Agency obtains reasonably priced and high quality services.

The Request for Proposal (RFP) will be sent under separate cover.

ACTION ITEM II-A-5

Approval of Procurement of the Agency's Workers Compensation Insurance

Presenter: Mario Maslac

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2025.

BACKGROUND:

The Agency's insurance policy for Workers Compensation expires December 31, 2024. SETA's broker, Arthur J. Gallagher & Co., is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 5 meeting, the Board may delegate procurement authority to the Executive Director.

ACTION ITEM II-A-6

Approval of Reappointment to the Sacramento Works, Inc. Board

Presenter: Roy Kim

RECOMMENDATION:

Review the attached summary and approve the reappointment of one business sector member to the Sacramento Works, Inc. Board for a three-year term beginning February 3, 2025.

BACKGROUND:

The local Sacramento Works Workforce Development Board was newly formed in early 2016. As part of its action, on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board 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 newly formed Sacramento Works Workforce Development Board with staggered initial terms of two, three or four years. Extended terms from that time are for three-years. 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 for up to thirty board members.

One private business seat member's term will expire on February 2, 2025. The member has affirmed her commitment to continue the service.

WIOA Board Membership

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

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

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

Labor/Workforce

Name and Position	Company
Lynn Hosokawa, HR Manager	Villara Corporation

ACTION ITEM II-B-1

Approval of Community Services Block Grant (CSBG) Program, Delegate Agency Funding Extension Recommendations for Program Year 2025

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts listed.

Staff recommendations are contingent upon continuing levels of program performance throughout the 4th quarter of PY 2024.

BACKGROUND:

On August 4, 2023, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2024. The RFP solicited services under the Safety-Net, Family Self-Sufficiency, and Family Self-Sufficiency – Special Projects categories as identified in the 2024-2025 CSBG Community Action Plan. The RFP included a sub-category of Family Self-Sufficiency – Special Projects to address the needs of marginalized communities such as people of color, those in disadvantaged communities, or other historically marginalized group. In 2024, the Community Action Board and the SETA Governing Board approved funding the agencies and funding amounts in the attached recommendation chart that is being utilized as the funding extension recommendation for program year 2025.

SETA's delegate agreements with CSBG funded program operators permit SETA to extend the agreements for an additional year, ending on December 31, 2025. SETA's estimated planning allocation for Program Year (PY) 2025 is \$2,130,858. After setting aside funds for administrative, program support, and direct customer supports provided by Job Centers and SETA staff, the total recommended for direct services by delegate agencies is \$1,043,135.

SETA has not yet received its final allocation for PY2025. Should the final allocation be less than the estimated planning allocation, staff may adjust the CSBG funding recommendations proportionately.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2024. Attached for your information is the CSBG Program Operator report with program and fiscal data through the 3rd Quarter, January 1 through September 30, 2024. Staff have determined that the majority of CSBG program operators are performing in a satisfactory manner, and some have exceeded outcome goals and/or service levels prescribed in their subcontracts.

The Community Action Board approved these funding recommendations at its November 13, 2024 meeting.

Staff will be available to answer questions.

PROGRAM YEAR 2025 FUNDING EXTENSION RECOMMENDATIONS

Agencies listed in the three (3) tables below are recommended for funding extension for an additional year with the same terms, funding levels, and conditions.

Safety-Net Services				
Agency	Target Group	Target Area	2024 Award	Staff Recommendations
Opening Doors	Refugee, Immigrant, and Asylee Households	Sacramento County, Arden Arcade, Lemon Hill, and North Highlands	\$75,000	Extend through PY 2025
River City Food Bank	Low-Income Individuals and Families	Sacramento County	\$30,000	Extend through PY 2025
Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin, Lemon Hill, Oak Park and South Sacramento Areas	\$100,000	Extend through PY 2025
Folsom Cordova Community Partnership	Single Parent Families with Children 0-5, Homeless Families or at Risk of Homelessness	Rancho Cordova area zip codes & selected areas of Folsom	\$85,000	Extend through PY 2025
The Salvation Army	Families and Individuals Experiencing Food or Housing Insecurities	Sacramento County	\$75,000	Extend through PY 2025
Next Move Francis House	Low-Income Families, People Experiencing Homelessness or Imminent Homelessness	North and South Sacramento County	\$36,146	Extend through PY 2025
First Step Housing, DBA First Step Communities	Low-income families who are unhoused or unstably housed	City of Sacramento	\$60,000	Extend through PY 2025

Family Self-Sufficiency				
Agency	Target Group	Target Area	2024 Award	Staff Recommendations
World Relief	Refugees, new arrivals, women, single mothers, low-income households	North Sacramento, North Highlands, Foothill Farms, Arden Arcade, Rancho Cordova	\$99,660	Extend through PY 2025
Elk Grove Adult & Community Education	Single parent households, refugees, unhoused, people with disabilities	Florin, Lemon Hill, Oak Park, South Sacramento	\$111,066	Extend through PY 2025

Agency	Target Group	Target Area	2024 Award	Staff Recommendations
Waking the Village	Pregnant and Parenting Youth Experiencing Homelessness and their Child	Sacramento County	\$85,000	Extend through PY 2025
La Familia Counseling Center, Inc.	At-Risk Youth who are at Risk of Dropping Out of School, and Pre-Gang Affiliate	Lemon Hill and Parkway	\$102,335	Extend through PY 2025
Saint John's Program for Real Change	Low-Income Unhoused Single Parent Families with Children	Arden Arcade, North Highlands, Foothill Farms, Florin, Lemon Hill, and Parkway	\$85,000	Extend through PY 2025

Family Self-Sufficiency – Special Projects

Agency	Target Group	Target Area	2024 Award	Staff Recommendations
Saint John's Program for Real Change	Youth Experiencing Homelessness	Sacramento County	\$98,928	Extend through PY 2025

**Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency and Family Self-Sufficiency Special Projects
Third Quarter through September 30, 2024**

Employment																			
	Enrollments						Employed in 2024				Employed 90 days				Employed 180 days				
	Annual Goal	YTD Goal	Carry-overs	2024 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Elk Grove Adult and Community Education	36	25	19	18	37	148%	31	25	14	56%	31	10	14	140%	20	15	18	120%	
World Relief Sacramento	56	56	0	57	57	102%	39	39	38	97%	35	29	22	76%	33	22	3	14%	
Housing																			
	Enrollments						Housed in 2024				Housed 90 Days				Housed 180 Days				
	Annual Goal	YTD Goal	Carry-overs	2024 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Saint John's Program for Real Change	145	110	0	89	89	81%	74	55	89	162%	60	43	33	77%	51	38	11	29%	
Waking the Village	50	40	6	23	29	73%	45	35	23	66%	33	25	23	92%	25	20	15	75%	
Youth																			
	Enrollments						Service Goals												
	Annual Goal	YTD Goal	Carry-overs	2024 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Comments								
La Familia Counseling Center	60	50	8	46	54	108%	20	10	17	170%	Goal: youth engaged in program services for 180 days								
Saint John's Program for Real Change (FSS-SP)	145	106	0	72	72	68%	50	37	9	24%	Goal: youth engaged in program services for 180 days								

Definitions

Annual Goal: Subgrantee Projected Goals for 2024

Carryovers: Clients Enrolled in 2023 who the Subgrantee Continued to Work With in 2024

YTD Actual: Total number achieved (Carryovers + New Enrollments) to date for the quarter

YTD Goal: Projected target number for the quarter

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**Community Services Block Grant Delegate Agency
Report Third Quarter Through September 30, 2024**

SAFETY-NET	Total Households Served YTD	Food				Utilities				First Month's Rent				Eviction Avoidance				Off-Site Shelter (Motel)				Transportation				Employment Supports (Includes Hygiene Items)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Adult and Community Education	81	55	40	43	108%	15	10	16	160%					50	40	56	140%					60	45	45	100%	8	6	5	83%
First Step Communities	18									40	30	18	60%													20	3		0%
Folsom Cordova Community Partnership	79	5	3	5	167%	40	20	42	210%					35	20	46	230%												
Francis House Center	30									8	6	2	33%	20	15	28	187%												
Opening Doors	52									56	42	52	124%																
River City Food Bank	1211	1,200	900	1,211	135%																								
The Salvation Army	97					20	15	24	160%	15	12	9	75%	40	30	51	170%	20	15	14	93%								

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance
 Elk Grove Unified School District Hygiene Kits are classified as Employment Supports on this chart
 First Step Communities Household Goods listed under Employment Supports on this chart

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 30, 2023**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2024 BUDGET	Expended Through 3rd Qtr.	% Expended	DELEGATE AGENCIES	2024 BUDGET	Expended Through 3rd Qtr.	% Expended
Elk Grove Adult and Community Education (FSS)	\$111,066	\$64,558	58%	River City Food Bank (SN)	\$30,000	\$16,240	54%
Elk Grove Adult and Community Education (SN)	\$100,000	\$80,830	81%	Saint John's Program for Real Change (FSS)	\$85,000	\$38,084	45%
First Step Communities (SN)	\$60,000	\$11,706	20%	Saint John's Program for Real Change (FSS-SP)	\$98,928	\$22,735	23%
Folsom Cordova Community Partnership (SN)	\$85,000	\$78,740	93%	The Salvation Army (SN)	\$75,000	\$62,601	83%
Francis House (SN)	\$36,146	\$14,139	39%	Waking the Village (FSS)	\$85,000	\$34,296	40%
La Familia Counseling Center (FSS)	\$102,335	\$41,404	40%	World Relief (FSS)	\$99,660	\$56,043	56%
Opening Doors (SN)	\$75,000	\$71,564	95%				

Definitions: Family Self-Sufficiency (FSS); Family Self-Sufficiency-Special Projects (FSS-SP); Safety-Net (SN)

ACTION ITEM II-C-1

Approval of the SETA Head Start and Early Head Start Health/Safety Screener Summary Report

Presenter: Karen Griffith

RECOMMENDATION:

Approve the results of the Head Start/Early Head Start Health and Safety Screener including certification.

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to review and approve the Summary report of the 2024-2025 SETA Head Start/Early Head Start (HS/EHS) Health and Safety Screener.

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 health and safety of each HS-EHS center. SETA's Quality Assurance Unit completed Health and Safety Screeners in both SETA operated and delegate locations August through mid-October.

Staff will be available to answer questions.

SETA Health and Safety Screener Summary Report 2024-2025

The Sacramento Employment and Training Agency (SETA) performed an inspection of the Early Learning Centers that receive funding from the Head Start and Early Head Start grant. These inspections were performed using SETA's Health and Safety Screener. Centers were inspected within the first 75 days of the start of the new grant cycle, August 1, 2024 in compliance with Performance standards.

Below is a summary of the strengths and areas of improvement identified as a result of the screening:

Strengths:

- LIC 9108, Statement Acknowledging Requirement to Report Suspected Child Abuse, was in the majority of staff files.
- Nap check logs were completed for sleeping children under two years of age.
- Smoke and carbon monoxide detectors were installed and properly located; this was a finding in previous program years.
- Individual child food allergies were posted prominently where staff can view wherever food is served; this was also a finding in previous program years.

Areas of Improvement:

- Multiple centers had outdoor hazardous conditions include gaps between sidewalks and fences, holes in the ground, rose bushes with thorns, standing water on the cement.
- Multiple sites needed deep cleaning including carpets, windows and walls.
- Emergency food and water are not easily accessible to staff,
- First aid manual needs to be updated, and first aid kits are missing tweezers and antiseptic solution
- Extinguishers need documentation of annual inspection and monthly checks. Some are not securely mounted.

Response:

At the November 4, 2024, review exit, all programs received individualized reports at the classroom level as well as the agency level identifying trends. Corrective Action Plans are due to the grantee on December 17, 2024, and all items must be corrected by January 5, 2025. SETA's Quality Assurance unit and other staff will then conduct another review to ensure compliance.

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Vacant
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph.D.
DIRECTOR

ACTION ITEM II-C-2

Approval of Selection of General Contractor for Tenant Improvement for the Northview Early Learning Center

Presenter: Karen Griffith

RECOMMENDATION:

Authorize the Executive Director to finalize and execute the agreement with Abide Builders, in the amount of \$1,220,000 to provide tenant improvement and site work at the Northview Early Learning Center.

BACKGROUND:

On October 3, 2024, the Governing Board approved to release an Invitation for Sealed Bid (IFSB) for General Contractor services for tenant improvement and site work at the Northview Early Learning Center, a SETA owned facility, located at 2401 Northview Drive, Sacramento CA.

On October 15, 2024, SETA released the IFSB with a due date of November 20, 2024, at 2:00 p.m. SETA received five (5) proposals, as follows:

Proposer	Base Bid Amount
Abide Builders	\$1,220,000
American River Construction	\$1,300,000
JBD Designs	\$1,417,000
Bobo Construction	\$1,337,369
CSI Services	\$1,300,000

Each proposal was reviewed for completeness and selection was based on the lowest total bid submitted for the Base Bid. Staff is recommending proceeding with Abide Builders and executing an agreement in the amount of \$1,220,000 to provide tenant improvement and site work at the Northview Early Learning Center.

Staff will be available to answer questions.

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. Rejie Baloyos

DATE: November 22, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 327,156	7/1/23-9/30/24	1/1/24-6/30/24
WIOA	Dislocated Worker	\$ 81,789	7/1/23-6/30/24	1/1/24-6/30/24
WIOA	Out-of-School Youth	\$ 243,750	7/1/23-6/30/24	1/1/24-6/30/24
WIOA	P2E	\$ 47,250	7/1/23-6/30/24	1/1/24-6/30/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: October 21, 2024

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity (WIOA) programs of Adult, Dislocated Worker and Out of School Youth (OSY) as well as the Prison to Employment (P2E) 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. Jennifer Poff

DATE: November 22, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of North State Building Industry Foundation

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

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: May 2024

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

Program Operator: North State Building Industry Foundation

Findings and General Observations:

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

DATE: November 4, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 256,800	7/1/23 – 6/30/24	1/1/24 – 6/30/24
WIOA	DW	\$ 64,200	7/1/23 – 6/30/24	1/1/24 – 6/30/24
WIOA	OSY	\$ 320,130	7/1/23 – 6/30/24	1/1/24 – 6/30/24
RSS	ELL	\$ 320,000	10/1/23 – 9/30/24	10/1/23 – 6/30/24
RSS	ADD'L Support	\$ 19,240	10/1/23 – 9/30/24	10/1/23 – 6/30/24
RSS	HAU	\$ 109,875	8/3/23 – 9/30/24	8/3/23 – 6/30/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: September 12 & 13, 2024

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA for the Workforce Innovation and Opportunity Act and the Refugee Support Services grant have been traced to the delegate agency records. The records were verified and appear to be in order with the exceptions noted below:

- 1) A review of total costs for Dislocated Worker found that, while SCUSD had more than enough expenses to match and exceed reimbursed expenses, it was discovered that SCUSD reallocated costs from DW to other funding sources. In doing so, SCUSD moved too many expenses creating a deficit of \$3,137.49.
- 2) The RSS Additional Support Services grant was incorrectly charged and reimbursed for salary expenses. The amount charged totaled \$6,431.86.
- 3) A review of the timeliness of monthly invoices provided to SETA has found that SCUSD is consistently late when submitting invoices for reimbursement. The closeout package for Out-of-School-Youth was submitted two weeks after the start of this monitoring engagement; nearly two months after the due date.

Recommendations for Corrective Action:

- 1) SCUSD will reimburse SETA \$9,569.35 for findings 1 and 2.
- 2) SCUSD will provide SETA with an action plan that details the internal controls or procedures that will be implemented to supply SETA with monthly invoices and closeout packages in a timely manner, consistent with the terms outlined in the subgrantee agreement.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Roman Romaso

DATE: November 4, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Desk Monitoring of Slavic Assistance Center

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	SA&CO	\$100,000	10/1/22 – 9/30/23	10/1/22 – 9/30/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 10/7/24

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	Yes	No
8	OJT – Contracts/ Files/ Payment	Yes	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: Slavic Assistance Center

Findings and General Observations:

The total costs as reported to SETA for the Refugee Support Services programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Maria Rosales

DATE: November 4, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Desk Monitoring of South County Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	SN	\$61,775	1/1/23 – 12/31/23	1/1/23 – 12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 10/7/24

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	Yes	No
8	OJT – Contracts/ Files/ Payment	Yes	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: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Edenausegboye Davis

DATE: November 22, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 1,518,364	8/1/23-7/31/24	2/1/24-7/31/24
Head Start	TTA	\$ 11,700	8/1/23-7/31/24	2/1/24-7/31/24
Head Start	ARP	\$ 143,580	4/1/21-3/31/25	2/1/24-7/31/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: October 15, 2024

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

We have reviewed the Head Start programs of Basic, Training and Technical Assistance (TTA) and ARP (American Rescue Plan) from February 1, 2024 to July 31, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board
Policy Council

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 November 22, 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
Amazon	9	Amazon Fresh Grocery Associate	5
Back on Course Educational Services LLC	4	Administrative Specialist	1
	4	Educational Support Specialist	1
	4	Operations Specialist	1
City of Elk Grove	9	Finance and Budget Analyst I/II	1
	6	Mental Health Clinician	1
	9	Police Records Technician I/II	1
	9	Red Light Enforcement Technician	1
	9	Victim/Witness Advocate	1
City of Sacramento	7	Applications Developer	1
	9	Administrative Analyst	1
	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	Administrative Technician	2
	9	Animal Care Technician	1
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	3	Assistant Civil Engineer	2
	3	Building Inspector I	1
	9	Building Maintenance Worker	1
	3	Carpenter	1
	9	Code Enforcement Officer	2
	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

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Equal Employment Manager	1
	9	Events Associate	1
	9	General Intern	1
	7	Information Technology Trainee	1
	9	Instrument Technician II	2
	3	Junior Engineer	
	9	Labor Relations Analyst	1
	9	Neighborhood Services Area Manager	1
	9	Office Specialist	1
	9	Park Safety Ranger	1
	9	Park Safety Ranger Supervisor	1
	9	Parking Enforcement Officer	1
	9	Parking Lot Attendant	1
	9	Personnel Technician	1
	9	Planning Director Mobility and Sustainability Manager	1
	9	Police Officer	1
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Principal Planner	1
	7	Principal Systems Engineer	1
	9	Program Manager-Community Outreach	1
	9	Program Specialist	2
	9	Recreation Aide	1
	9	Recreation Aide-Youth Workforce Development	1
	9	Senior Accounting Technician	1
	7	Senior Applications Developer DOU/CCB	1
	9	Senior Applications Developer Enterprise Applications	1
9	Senior Code Enforcement Officer	1	
9	Senior Office Specialist	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Tree Pruner	1
	9	Staff Assistant	1
	3	Street Construction Equipment Operator	1
	9	Supervising Code Enforcement Officer	1
	3	Supervising Construction Inspector	1
	7	Telecommunications Engineer II	1
	9	Ticket Seller	1
	9	Traffic Worker I	1
	9	Tree Pruner Trainee	1
	9	Utilities Operations and Maintenance Leadworker Wastewater Collection	1
	County of Sacramento	9	Assistant Planner
9		Accounting Manager	1
4		Accounting Technician	1
9		Administrative Services Officer I	1
9		Airport Manager	1
9		Assistant Auditor-Controller	1
7		Assistant Chief Information Officer	1
9		Assistant Director of Airports	1
3		Associate Electrical Engineer	1
9		Associate Real Property Appraiser	1
9		Behavioral Health Peer Specialist Program Manager	1
9		Chief Assistant Public Defender	1
9		Chief Financial and Administrative Officer	1
9		Chief of Shelter Medicine	1
9		Chief, Division of Water Resources	1
9		Child Support Officer Level I/II	1
9		Clerk/Recorder Supervisor	1
9		Collection Equipment Operator II	1

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Collection Equipment Operator III	1
	9	Collection Services Program Manager	1
	9	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
	9	Deputy Sheriff Recruit	1
	3	Electrician	1
	9	Electronics Technician	1
	9	Emergency Medical Services Administrator	1
	9	Emergency Medical Services Administrator	1
	9	Engineering Aide Land Surveying	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist Level I/II	1
	9	Epidemiologist	1
	9	Estate Inventory Specialist	1
	9	Facilities Manager	1
	9	Facilities Trades Operations Supervisor	1
	9	Family Service Supervisor	1
	9	Family Service Worker Level I/II	1
	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Food Service Cook	1
	9	Food Service Worker	1
	9	Highway Maintenance Worker	1
	9	Human Resources Manager I	1
	9	Human Services Division Manager	1
9	Human Services Division Manager Range A/B	1	
9	Human Services Program Integrity Specialist	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Human Services Program Specialist	1
	9	Human Services Supervisor	1
	9	Industrial Hygienist	1
	7	Information Technology Applications Analyst III	1
	7	Information Technology Business Systems Analyst III	1
	9	Information Technology Division Chief	1
	4	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Lactation Consultant	1
	3	Landfill Equipment Operator I	1
	9	Landfill Equipment Operator II	1
	3	Lead Electrician	1
	9	Legal Secretary I	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Park Ranger	1
	9	Park Ranger Recruit	1
	9	Personnel Analyst	1
	9	Pharmacist	1
	9	Planning Technician	1
	3	Plumber	1
	9	Principal Engineering Technician	1
	9	Principal Planner	1
	9	Printing Services Operator Level I/II	1
	9	Process Server	1
	9	Real Property Appraiser Level I/II	1
	9	Recreation Aide	1
	9	Recreation Leader	1
	9	Retirement Services Supervisor	1
	6	Safety Specialist	1
	9	Sanitation District Mechanic III	1
	9	Scale Attendant I	1
9	Secretary to Member of Board of Supervisors	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	4	Senior Administrative Analyst Range A/B	1
	9	Senior Airport Operations Dispatcher	1
	9	Senior Airport Operations Worker	1
	3	Senior Construction Inspector	1
	9	Senior Contract Services Officer	1
	9	Senior Election Assistant	1
	9	Senior Engineering Technician	1
	9	Senior Highway Maintenance Worker	1
	9	Senior Natural Resource Specialist	1
	9	Senior Nutrition Assistant	2
	9	Senior Office Specialist	1
	9	Senior Personnel Specialist	1
	9	Senior Planner	1
	9	Senior Retirement Benefits Specialist	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Traffic Signal and Lighting Technician	2
	9	Senior Transportation Engineer	1
	9	Senior Utility Billing Services Representative	1
	9	Sheriff's Captain	1
	9	Sheriff's Records Officer I	1
	9	Special Assistant Board of Supervisors	1
	9	Storekeeper - Fleet Services	2
	9	Storekeeper-Fleet Services	1
	3	Supervising Building Inspector	1
	9	Supervising Deputy Clerk, Board of Supervisors	1
	9	Supervising Probation Officer	1
	9	Supervising Waste Management Specialist	1
	9	Traffic Signs Maintenance Worker II	1
	9	Veterans Claims Representative	1
	9	Waste Management Program Assistant	1
9	Waste Management Program Manager II	1	
9	Waste Management Superintendent	1	
9	Workforce Coordinator	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Account Clerk I	1
	4	Account Clerk II	1
	4	Accountant	2
	4	Accounting Specialist	1
	4	Adapted Physical Education Adjunct Assistant Professor Pool	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	4	Admissions/Records Technician II	1
	4	Alternate Media Design Specialist	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor Pool	1
	4	Art History Adjunct Assistant Professor Pool	1
	4	Athletic Trainer	1
	4	Biology Adjunct Assistant Professor	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	3
	4	College Nurse Clinician	1
	4	Commercial Music Adjunct Assistant Professor	2
	4	Computer Information Science Assistant Professor	1
	4	Confidential Human Resources Generalist	2
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	2

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Counseling Clerk I	1
	4	Culinary Arts Management Adjunct Assistant Professor Pool	1
	4	Custodian	1
	4	Deaf Culture and Sign Language Studies Adjunct Assistant Professor Pool	1
	4	Dean of Arts	1
	4	Dean of Business, Computer Information Science, and Distance Learning	1
	4	Dean of Humanities and Fine Arts	1
	4	Diagnostic Medical Sonography Adjunct Assistant Professor Pool	1
	4	Director I of Human Resources	1
	4	Director VI of Training Source	1
	4	Director VII of the Apprenticeship Grants Project	1
	4	Director X for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Emergency Medical Technician Paramedic Adjunct Assistant Professor	1
	4	Employer Engagement Specialist - Special Projects	1
	4	Engineering Adjunct Assistant Professor	1
	4	Engineering Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language Adjunct Assistant Professor Pool	1
	4	Facilities Steward	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	Fire Technology Coordinator	1
	4	Geography Assistant Adjunct Professor	1
4	Geology Adjunct Assistant Professor Pool	1	
4	Groundskeeper	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Hmong Adjunct Assistant Professor Pool	1
	4	Human Development Adjunct Assistant Professor	1
	4	Humanities Adjunct Assistant Professor Pool	1
	4	Information Tech Specialist II-Audio/Video Media Support	1
	4	Information Technology Application Systems Supervisor	1
	4	Information Technology Specialist I - Help Desk Support	1
	4	Information Technology Technician II - Help Desk	1
	4	Instructional Assistant - Anthropology	1
	4	Instructional Assistant - Campus Computer Laboratory	1
	4	Instructional Assistant - Cosmetology	1
	4	Instructional Assistant - Costuming and Makeup	1
	4	Instructional Assistant - Disabled Student Program & Services	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Photography	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Assistant-Mathematics	1
	4	Laboratory Technician - Science	2
	4	Legal Assisting Assistant Adjunct Professor	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Technician I	1
	4	Maintenance Technician II	1
	4	Mathematics Adjunct Assistant Professor Pool	1
	4	Media Systems/Resources Technician II	1
	4	Mental Health Advocate	2
	4	Music Adjunct Assistant Professor	1
4	Nursing Assistant Professor - Psychology	2	
4	Outreach Specialist Limited Term	1	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Payroll Accountant	2
	4	Personal Activity Adjunct Assistant Professor Pool	1
	4	Philosophy Adjunct Assistant Professor	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	Project Director (X) for TRIO Educational Talent Search	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	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects-Sustainability Coordinator	1
	4	Student Support Assistant	4
	4	Student Support Specialist	1
	4	Student Support Supervisor	1
	4	Theater Arts Film Adjunct Assistant Professor Pool	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 Animal Health Technology Adjunct Assistant Professor 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	

SETA- Employer Activity Report

The following is an update of information as of November 22, 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	Vietnamese Adjunct Assistant Professor Pool	1
	4	Women and Gender Studies Adjunct Assistant Professor Pool	1
	4	Women's Basketball Adjunct Head Coach	1
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			357

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 November 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Off Duty Services 6600 Bruceville Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
Agilent Technologies, Inc. 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
Construction Innovations 10630 Mather Blvd. Suite 200 Mather, CA 95655	Construction	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 Greenback 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 November 22, 2024

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Big Lots 3615 Elkhorn Blvd North Highlands , CA 95660	Retail	10/27/2024	Permanent	15	Sacramento, CA	No	Yes
Big Lots 8539 Elk Grove Blvd Elk Grove, CA 95624	Retail	10/27/2024	Permanent	16	Sacramento, CA	No	Yes
LL Flooring 8777 Elk Grove Blvd Elk Grove, CA 95625	Retail	9/15/2024	Permanent	3	Sacramento, CA	No	Yes
Garcia's Restaurant 6049 Madison Ave Carmichael, CA 95608	Restaurant	9/27/2024	Permanent	51	Sacramento, CA	No	Yes
Cisco Rancho Cordova, CA 95670	IT	11/15/2024	Permanent	69	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd, Folsom, CA 95630	IT	11/15/2024	Permanent	273	Sacramento, CA	Yes	Yes
Foundation for California Community Colleges 1102 Q Street Suite 4800 Sacramento, CA 95811	Education	11/15/2024	Permanent	368	Sacramento, CA	Yes	No
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	1/2/2025	Permanent	186	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Dr. Building A Rancho Cordova, CA	Healthcare	1/27/2025	Permanent	3	Sacramento, CA	Yes	Yes
Hunts & Sons, LLC 5725 Alder Avenue Sacramento, Ca 95828	Trade, Transportation and Utilities	1/2/2025	Permanent	24	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2024/2025

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

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Advanced Auto Parts 2500 Arden Way, Unit 101 Sacramento, CA 95825	Retail	3/9/2025	Permanent	9	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5135 Auburn Blvd Sacramento, CA 95841	Retail	3/9/2025	Permanent	19	Sacramento, CA	Yes	Yes
Advanced Auto Parts 955 Fee Dr. Sacramento, CA 95815	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
Advanced Auto Parts 10899 Folsom Blvd. Rancho Cordova, CA 95670	Retail	3/9/2025	Permanent	10	Sacramento, CA	Yes	Yes
Advanced Auto Parts 9304 Greenback Lane Orangevale, CA 95662	Retail	3/9/2025	Permanent	6	Sacramento, CA	Yes	Yes
Advanced Auto Parts 3538 Northgate Blvd Sacramento, CA 95834	Retail	3/9/2025	Permanent	8	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5885 47th Ave. Sacramento, CA 95841	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
				1,506			

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 October was 4.8%.

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 6,600 over the month; 14,100 over the year

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.8 percent in October 2024, up from a revised 4.7 percent in September 2024, and above the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.3 percent in Placer County, 5.0 percent in Sacramento County, and 5.0 percent in Yolo County.

Between September 2024 and October 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 6,600 to total 1,112,300 jobs.

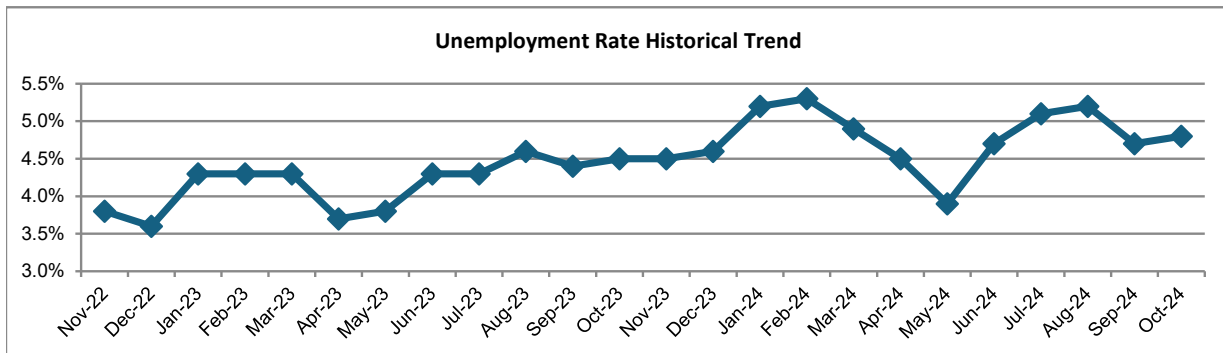
- Government continued to lead the region on job gains in October, adding 3,000 jobs. Within the industry sector, job gains were spread across local government (up 2,200 jobs), state government (up 700 jobs), and federal government (up 100 job).
- Over the month, private education and health services continued its upward trend with an increase of 2,900 jobs. Most of the industry growth was in healthcare and social assistance (up 2,400 jobs). Private educational services gained 500 jobs.
- Trade, transportation, and utilities employment rose by 1,800 jobs from September to October. Payroll increases were reported in retail trade (up 1,200 jobs), transportation, warehousing, and utilities (up 400 jobs) and wholesale trade (up 200 jobs).
- Over the month, employment declines were recorded in construction (down 600 jobs), manufacturing (down 500 jobs), leisure and hospitality (down 400 jobs), farm (down 300 jobs) and other services (down 100 jobs).

Between October 2023 and October 2024, total jobs in the region increased by 14,100, or 1.3 percent.

- Private education and health services (up 14,200 jobs) continued to lead year-over job growth for the region. Healthcare and social assistance grew by 13,600 jobs while private educational services added 600 jobs.
- Government advanced by 6,000 jobs since the previous October. Employment gains were registered in state government (up 3,200 jobs) and local government (up 2,900 jobs). Federal government reported a slight decline of 100 jobs.
- Professional and business services expanded by 2,100 jobs. Professional, scientific, and technical services (up 1,500 jobs) and administrative and support services (up 800) were responsible for the expansion. Management of companies and enterprises offset job gains with a decline of 200 jobs.
- Meanwhile, eight industries reported year-over decline, led by construction (down 3,200 jobs), manufacturing (down 1,300 jobs), leisure and hospitality (down 900 jobs), information (down 900 jobs), other services (down 600 jobs), financial activities (down 500 jobs), trade, transportation, and utilities (down 500 jobs), and farm (down 300 jobs).

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

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.8 percent in October 2024, up from a revised 4.7 percent in September 2024, and above the year-ago estimate of 4.5 percent. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.4 percent in El Dorado County, 4.3 percent in Placer County, 5.0 percent in Sacramento County, and 5.0 percent in Yolo County.



Industry	Sep-2024	Oct-2024	Change		Oct-2023	Oct-2024	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,105,700	1,112,300	6,600		1,098,200	1,112,300	14,100
Total Farm	10,100	9,800	(300)		10,100	9,800	(300)
Total Nonfarm	1,095,600	1,102,500	6,900		1,088,100	1,102,500	14,400
Mining, Logging, and Construction	76,300	75,700	(600)		78,900	75,700	(3,200)
Mining and Logging	600	600	0		600	600	0
Construction	75,700	75,100	(600)		78,300	75,100	(3,200)
Manufacturing	40,200	39,700	(500)		41,000	39,700	(1,300)
Trade, Transportation, and Utilities	168,100	169,900	1,800		170,400	169,900	(500)
Information	8,700	8,700	0		9,600	8,700	(900)
Financial Activities	48,300	48,700	400		49,200	48,700	(500)
Professional and Business Services	136,000	136,400	400		134,300	136,400	2,100
Private Education and Health Services	206,700	209,600	2,900		195,400	209,600	14,200
Leisure and Hospitality	111,200	110,800	(400)		111,700	110,800	(900)
Other Services	38,200	38,100	(100)		38,700	38,100	(600)
Government	261,900	264,900	3,000		258,900	264,900	6,000

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

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

Data Not Seasonally Adjusted

	Oct 23	Aug 24	Sep 24	Oct 24	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,136,900	1,146,800	1,142,000	1,134,300	-0.7%	-0.2%
Civilian Employment	1,085,300	1,087,400	1,088,200	1,079,600	-0.8%	-0.5%
Civilian Unemployment	51,600	59,400	53,800	54,700	1.7%	6.0%
Civilian Unemployment Rate	4.5%	5.2%	4.7%	4.8%		
(CA Unemployment Rate)	5.0%	5.9%	5.3%	5.4%		
(U.S. Unemployment Rate)	3.6%	4.4%	3.9%	3.9%		
Total, All Industries (2)	1,098,200	1,108,700	1,105,700	1,112,300	0.6%	1.3%
Total Farm	10,100	10,800	10,100	9,800	-3.0%	-3.0%
Total Nonfarm	1,088,100	1,097,900	1,095,600	1,102,500	0.6%	1.3%
Total Private	829,200	838,500	833,700	837,600	0.5%	1.0%
Goods Producing	119,900	118,600	116,500	115,400	-0.9%	-3.8%
Mining, Logging, and Construction	78,900	78,400	76,300	75,700	-0.8%	-4.1%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	78,300	77,800	75,700	75,100	-0.8%	-4.1%
Construction of Buildings	15,500	15,300	15,000	15,100	0.7%	-2.6%
Specialty Trade Contractors	54,200	55,500	53,500	53,000	-0.9%	-2.2%
Foundation, Structure, and Building Exterior						
Co	14,700	14,900	14,300	14,200	-0.7%	-3.4%
Building Equipment Contractors	22,900	23,300	22,500	22,100	-1.8%	-3.5%
Building Finishing Contractors	10,900	12,100	11,600	11,700	0.9%	7.3%
Manufacturing	41,000	40,200	40,200	39,700	-1.2%	-3.2%
Durable Goods	25,600	25,000	24,900	24,800	-0.4%	-3.1%
Computer and Electronic Product						
Manufacturing	4,300	4,200	4,200	4,200	0.0%	-2.3%
Non-Durable Goods	15,400	15,200	15,300	14,900	-2.6%	-3.2%
Food Manufacturing	6,400	6,400	6,500	6,200	-4.6%	-3.1%
Service-Providing	968,200	979,300	979,100	987,100	0.8%	2.0%
Private Service Providing	709,300	719,900	717,200	722,200	0.7%	1.8%
Trade, Transportation, and Utilities	170,400	167,700	168,100	169,900	1.1%	-0.3%
Wholesale Trade	28,600	28,500	28,600	28,800	0.7%	0.7%
Merchant Wholesalers, Durable Goods	16,500	16,700	16,700	16,800	0.6%	1.8%
Merchant Wholesalers, Nondurable Goods	10,500	10,200	10,200	10,300	1.0%	-1.9%
Retail Trade	99,700	99,800	99,900	101,100	1.2%	1.4%
Motor Vehicle & Parts Dealer	14,700	15,200	15,200	15,300	0.7%	4.1%
Building Material and Garden Equipment and						
Supplies	8,700	8,800	8,700	8,700	0.0%	0.0%
Grocery and Convenience Retailers	20,500	20,800	20,700	20,900	1.0%	2.0%
General Merchandise Retailers	20,600	20,600	21,100	21,300	0.9%	3.4%
Health and Personal Care Retailers	5,300	4,300	4,400	4,500	2.3%	-15.1%
Clothing, Clothing Accessories, Shoe, and						
Jewelry	6,600	6,600	6,500	6,600	1.5%	0.0%
Sporting Goods, Hobby, Musical Instrument,						
Book,	11,000	11,000	11,000	11,100	0.9%	0.9%
Transportation, Warehousing, and Utilities	42,100	39,400	39,600	40,000	1.0%	-5.0%
Information	9,600	8,800	8,700	8,700	0.0%	-9.4%
Publishing Industries	2,100	2,000	2,000	2,000	0.0%	-4.8%
Telecommunications	2,400	2,300	2,300	2,300	0.0%	-4.2%
Financial Activities	49,200	48,400	48,300	48,700	0.8%	-1.0%
Finance and Insurance	30,600	29,600	29,500	29,700	0.7%	-2.9%
Credit Intermediation and Related Activities in	8,300	7,900	7,900	7,900	0.0%	-4.8%
Depository Credit Intermediation including M	5,200	5,000	5,000	5,100	2.0%	-1.9%
Nondepository Credit Intermediation	1,600	1,600	1,600	1,600	0.0%	0.0%
Insurance Carriers and Related Activities	19,300	18,800	18,800	18,900	0.5%	-2.1%
Real Estate and Rental and Leasing	18,600	18,800	18,800	19,000	1.1%	2.2%
Real Estate	14,500	14,300	14,300	14,500	1.4%	0.0%
Professional and Business Services	134,300	136,700	136,000	136,400	0.3%	1.6%
Professional, Scientific, and Technical						
Services	60,900	62,700	62,200	62,400	0.3%	2.5%
Architectural, Engineering, and Related						
Service	10,900	11,500	11,400	11,500	0.9%	5.5%
Management of Companies and Enterprises	13,100	13,100	13,000	12,900	-0.8%	-1.5%

Data Not Seasonally Adjusted

	Oct 23	Aug 24	Sep 24 Revised	Oct 24 Prelim	Percent Change	
					Month	Year
Administrative and Support and Waste and Remediation	60,300	60,900	60,800	61,100	0.5%	1.3%
Administrative and Support Services	56,400	57,300	57,200	57,600	0.7%	2.1%
Employment Services	17,100	16,500	16,600	16,700	0.6%	-2.3%
Services to Buildings and Dwellings	19,100	19,600	19,600	19,800	1.0%	3.7%
Private Education and Health Services	195,400	206,400	206,700	209,600	1.4%	7.3%
Private Educational Services	16,500	16,400	16,600	17,100	3.0%	3.6%
Health Care and Social Assistance	178,900	190,000	190,100	192,500	1.3%	7.6%
Ambulatory Health Care Services	64,700	69,100	69,200	70,500	1.9%	9.0%
Hospitals	27,100	29,300	29,300	29,400	0.3%	8.5%
Nursing and Residential Care Facilities	19,100	20,400	20,400	20,500	0.5%	7.3%
Leisure and Hospitality	111,700	113,300	111,200	110,800	-0.4%	-0.8%
Arts, Entertainment, and Recreation	19,300	21,300	20,200	20,000	-1.0%	3.6%
Accommodation and Food Services	92,400	92,000	91,000	90,800	-0.2%	-1.7%
Accommodation	9,100	9,800	9,600	9,500	-1.0%	4.4%
Food Services and Drinking Places	83,300	82,200	81,400	81,300	-0.1%	-2.4%
Restaurants and Other Eating Places	78,700	77,900	77,100	77,000	-0.1%	-2.2%
Full-Service Restaurants	33,900	34,600	34,000	33,800	-0.6%	-0.3%
Limited-Service Restaurants and Other						
Eating	44,800	43,300	43,100	43,200	0.2%	-3.6%
Other Services	38,700	38,600	38,200	38,100	-0.3%	-1.6%
Repair and Maintenance	11,600	11,900	11,800	11,700	-0.8%	0.9%
Government	258,900	259,400	261,900	264,900	1.1%	2.3%
Federal Government	14,700	14,500	14,500	14,600	0.7%	-0.7%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	244,200	244,900	247,400	250,300	1.2%	2.5%
State Government	134,600	136,100	137,100	137,800	0.5%	2.4%
State Government Educational Services	27,700	26,900	27,600	27,900	1.1%	0.7%
State Government Excluding Education	106,900	109,200	109,500	109,900	0.4%	2.8%
Local Government	109,600	108,800	110,300	112,500	2.0%	2.6%
Local Government Educational Services	59,300	56,400	58,700	61,000	3.9%	2.9%
Local Government excluding Educational						
Services	50,300	52,400	51,600	51,500	-0.2%	2.4%
County Government	20,100	20,600	20,800	20,700	-0.5%	3.0%
City Government	10,600	11,400	10,900	10,900	0.0%	2.8%
Special Districts plus Tribes	19,600	20,400	19,900	19,900	0.0%	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
October 2024 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,380,300	18,336,500	1,043,800	5.4%
ALAMEDA	20	820,900	781,000	39,900	4.9%
ALPINE	47	480	450	30	6.5%
AMADOR	28	14,580	13,820	760	5.2%
BUTTE	36	93,300	88,100	5,200	5.6%
CALAVERAS	16	22,500	21,480	1,020	4.5%
COLUSA	56	10,810	9,890	920	8.5%
CONTRA COSTA	20	547,100	520,100	27,000	4.9%
DEL NORTE	39	9,390	8,850	540	5.7%
EL DORADO	15	93,900	89,700	4,200	4.4%
FRESNO	52	457,600	424,200	33,500	7.3%
GLENN	39	12,960	12,220	740	5.7%
HUMBOLDT	19	61,500	58,500	3,000	4.8%
IMPERIAL	58	76,100	61,200	14,900	19.6%
INYO	3	8,540	8,220	320	3.8%
KERN	54	399,000	367,800	31,200	7.8%
KINGS	53	59,200	54,600	4,500	7.7%
LAKE	42	28,410	26,700	1,710	6.0%
LASSEN	20	9,160	8,700	450	4.9%
LOS ANGELES	44	5,081,000	4,773,000	307,900	6.1%
MADERA	51	65,500	60,900	4,600	7.0%
MARIN	4	130,800	125,800	5,000	3.9%
MARIPOSA	17	7,930	7,550	370	4.7%
MENDOCINO	24	37,870	35,990	1,880	5.0%
MERCED	55	121,900	112,100	9,700	8.0%
MODOC	28	3,290	3,120	170	5.2%
MONO	11	9,100	8,720	380	4.2%
MONTEREY	28	223,100	211,500	11,600	5.2%
NAPA	6	71,900	69,000	2,900	4.1%
NEVADA	13	49,120	47,010	2,110	4.3%
ORANGE	6	1,586,100	1,520,300	65,700	4.1%
PLACER	13	195,500	187,200	8,300	4.3%
PLUMAS	36	7,560	7,140	420	5.6%
RIVERSIDE	36	1,165,700	1,100,000	65,800	5.6%
SACRAMENTO	24	734,800	698,200	36,600	5.0%
SAN BENITO	44	32,100	30,100	2,000	6.1%
SAN BERNARDINO	33	1,019,600	965,700	54,000	5.3%
SAN DIEGO	17	1,589,500	1,515,400	74,100	4.7%
SAN FRANCISCO	2	550,700	530,200	20,500	3.7%
SAN JOAQUIN	46	355,300	332,700	22,700	6.4%
SAN LUIS OBISPO	5	134,400	129,100	5,400	4.0%
SAN MATEO	1	435,800	420,000	15,800	3.6%
SANTA BARBARA	11	220,400	211,000	9,300	4.2%
SANTA CLARA	6	1,030,900	988,400	42,500	4.1%
SANTA CRUZ	35	132,500	125,300	7,200	5.4%
SHASTA	33	74,900	70,900	4,000	5.3%
SIERRA	6	1,400	1,340	60	4.1%
SISKIYOU	39	17,310	16,330	990	5.7%
SOLANO	28	204,400	193,600	10,700	5.2%
SONOMA	6	248,300	238,000	10,300	4.1%
STANISLAUS	47	249,200	232,900	16,300	6.5%
SUTTER	49	47,500	44,300	3,200	6.7%
TEHAMA	42	26,720	25,120	1,600	6.0%
TRINITY	27	4,740	4,490	240	5.1%
TULARE	57	212,300	191,600	20,700	9.8%
TUOLUMNE	28	20,570	19,500	1,070	5.2%
VENTURA	20	412,500	392,400	20,100	4.9%
YOLO	24	110,100	104,600	5,500	5.0%
YUBA	49	32,600	30,400	2,200	6.7%

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

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

*October, 2024

- 10/1/24- Crossroad Gardens had a field trip to Keema's Pumpkin Patch we prepared 75 sack lunches.
- 10/11/24- Florin Grammar had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
- 10/17/24- Fruitridge had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
- 10/18/24- Northview had a field trip to Keema's Pumpkin Patch we prepared 60 sack lunches.
- 10/23/24- Capital City had a field trip to Dave's Pumpkin Patch we prepared 60 sack lunches.
- Franklin had a field trip to Dave's Pumpkin Patch we prepared 30 sack lunches.
- Solid Foundation had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
- 10/24/24- Nedra Court had a field trip to Dave's Pumpkin Patch we prepared 24 sack lunches.
- Grizzly Hollow had a field trip to Fog Willow Farms Pumpkin Patch we prepared 40 sack lunches.
- 10/25/24- Galt had a field trip to Keema's Pumpkin Patch we prepared 76 sack lunches.
- Elkhorn had a field trip to Nick & Ray's Pumpkin Patch we prepared 76 sack lunches.
- Dudley had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
- Hillsdale had a field trip to Dave's Pumpkin Patch we prepared 96 sack lunches.
- Sharon Neese had a field trip to Soil Born Farms we prepared 20 sack lunches.
- 10/28/24- EHS Homebase had a field trip to Fog Willow Farms we prepared 100 sack lunches.
- 10/29/24- Preschool Homebase had a field trip to the Pumpkin Patch we prepared 100 sack lunches.
- 10/30/24- Florin Grammar had a field trip on site we prepared 20 sack lunches.
- Spinelli had a field trip to Nick & Ray's Pumpkin Patch we prepared 16 sack lunches.
- Job Corps had a field trip to Nick & Ray's Pumpkin Patch we prepared 36 sack lunches.
- North Ave had a field trip to Dave's Pumpkin Patch we prepared 76 sack lunches.
- 10/31/24- Sharon Neese had a field trip to Nick & Ray's Pumpkin Patch we prepared 85 sack lunches.
- Norma Johnson had a field trip to Dave's Pumpkin Patch we prepared 49 sack lunches.
- CP Huntington had a field trip to Fog Willow Farms Pumpkin Patch we prepared 20 sack lunches.
- Hopkins Park had a field trip to Dave's Pumpkin Patch we prepared 46 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	37,964	36,282	36,040	24
Total Amount of Meals and Snacks Prepared				111,491
Purchases:				
Food	\$149,549.50			
Non - Food	\$8,428.33			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,400.85	
Vehicle Gas / Fuel:			\$2,826.88	
Normal Delivery Days			21	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

October 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	140	10%	739	98	13%
Twin Rivers USD	156	31	20%	56	2	4%
Elk Grove USD	440	61	14%	NA		
Sac City USD	676	57	8%	16	0	0%
San Juan USD	712	58	8%	96	7	7%
WCIC	100	2	2%	NA		
COUNTY TOTAL	3448	349	10%	907	107	12%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	394	0	90%	3% +
Sacramento City USD	676	541	0	80%	5% +
San Juan USD	712	614	20 (89%)	86%	4% +
SETA	1,364	1,285	0	94%	4% +
Twin Rivers USD	156	133	0	85%	0%
WCIC/Playmate	100	90	0	90%	5% +
Total	3,448	3,057	20 (89%)	87%	2% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	155	0	93%	0%
SETA	739	678	0	92%	2% +
Twin Rivers USD	56	48	0	86%	4% +
SCUSD	16	15	0	94%	19% +
Total	977	896	0%	92%	2%+

- (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.

Reasons for Program Under Enrollment

Elk Grove USD

- Currently we have 23 spots for three-year-olds and 30 four-year-old vacancies. We will follow 30% housing criteria to see if we can determine eligibility for families who are currently exceeding the income guidelines, we are just waiting on that guidance.
- Inclusion spots that are still vacant are due to not having families confirmed or sent over. At this time we are waiting to hear back from families that belong to Isabelle Jackson Elementary School.

Sacramento City USD

- The Early Head Start program is currently at 94%. The infant classroom currently has one opening, and the enrollment is in the process of being completed.
- Recruiting for Full-Day and Wrap Programs, in low enrollment areas.

San Juan USD

- Due to reduced staffing and type A citation-20 Head Start slots capped.
- Waitlist exhausted within 95864, 95662, and 95610 zip code.
- ERSEA Administration team continues to monitor every week and check in with AFSTs individually to note progress, next steps, and any support needed.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 41 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 3 Family Services Worker.

Twin Rivers USD

- Village Early Head Start has exhausted waiting list. The program will begin with targeted recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (5) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC staff has exhausted our waiting list and is seeking assistance from local Head Start programs while continuing to distribute recruitment flyers in Oak Park.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets within the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.
- The SYNERGY registration queue is currently at 113 families. These represent submissions from January 10th, 2024, through October 29th, 2024. There are currently 511 entries in the 24/24 EGUSD Preschool Interest Form.
- Another way we recruit families is through our Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children that meet our age requirement. Families that are currently on the TK (Transitional Kindergarten) waitlist have also been contacted by various ERSEA team members to offer them potential placement in one of our programs.

Sacramento City USD

- The Parent Advisor has had meetings with outside organizations such as Child Action, La Familia, and Warmline to highlight our program's mission and values so they can inform their families on what SCUSD has to offer.
- Recruitment efforts to meet full enrolment: Continuing to attend community events, word of mouth, collaborating with a variety of community organizations to discuss shared vision.
- Other strategies on development our: Building community relationships; post flyers; developing parent friendly website and social media; analyzing data on geographical areas of low enrollment; partner with Foster and Social Services agencies, connecting with former parents to promote programs.

San Juan USD

- Family Engagement Content Specialist and SCWs attended Family Community Engagement department-led events—Family Matters Conference (95864); and Community Care HUB (95608) to promote our Head Start and Early Head Start programs in the area.
- School Community Worker and Content Specialist attended and met with local organizers and tabled at events to promote programs in 95610 zip code area: Holy Family Church Fall Festival; SacACT Organizer; and Sylvan Oaks Public Library Story Times.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.

SETA

- 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 Head Start Teachers, 1 Associate Teacher's, and 1 Associate Teacher Infant Toddler, 2 Lead Teacher/Infant Teacher and 2 Family Services Workers.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Dudley Resource Fair; Connecting our SMUD Community Resource Expo; Celebrando Nuestro Salud; Health and Wellness Fair; Healthy Community Day; Mutual Assistance Network Harvest Festival; North Sacramento Family Resource Trunk or Treat. Throughout recruitment events this month, 17 Interest forms were completed by families inquiring about Head Start services and approximately 200 enrollment Flyers were distributed.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Day of the Dead Celebration event at Martin Luther King Jr Technology and Fall Festival at Robertson Center.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommend staffing to HR for hiring.
- Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- 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

- Collaborating with SETA to get an inquiry list of families specific to low enrollment zip code areas (95817 and 95820).
- WCIC's staff dropped off flyers and recruited children from the New Move Homeless Services Shelter on Parker Avenue. WCIC staff passed out flyers at Rancho San Miguel, Happy Take-Out Chinese Restaurant,

Stanford Market, and Shiloh Arms Apartments. Staff continues to receive assistance from 16th Ave Head Start Program.

- The month of October 2024 WCIC's has purchased three monthly bus passes for three families

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.



Career Cupids: SETA Partnership Helps LRCCD Grads Meet Their Workforce Match

Career Cupids: SETA Partnership Helps LRCCD Grads Meet Their Workforce Match



Los Rios-SETA partnership

They've gone to class, nailed their studies, graduated ... and they're on the hunt for a job. Now what?

That's where the going gets tough for some Los Rios Community College District (LRCCD) grads. Sure, they've put in the work necessary to get the credentials for entry positions in advanced manufacturing,

allied health, hospitality or construction. But sealing the deal with a job offer often represents a whole new challenge.

Labor market statistics in the Greater Sacramento area offer some insight. While unemployment remains low at 3.4 percent, job growth in most sectors has slowed.

A tightening labor market can be especially hard on the population served by California's community colleges, many of them first-generation college students, immigrants, and returning students look to upskill in a new field.

Enter the Sacramento Employment and Training Agency (SETA), part of the workforce development board, tasked with turning knowledge and skills into outcomes... and outcomes into *incomes*.

"They're the hub for providing training throughout the Sacramento area," explains Shinder Gill, PhD, District Dean of Workforce Development at Los Rios Community College.

For several decades, LRCCD has had an established partnership with SETA to provide essential training services to the county's vulnerable populations leading to social and economic mobility.

“SETA has been a solid partner in our Strong Workforce Program (SWP) hosting job developers at our college sites- American River, Cosumnes River, Sacramento City and Folsom Lake – to match students and graduates with solid, high-paying jobs with growth opportunity,” says Dr. Gill.

LRCCD used Strong Workforce Funding to hire three part-time job developers and a job planner to connect with students across the four campuses. These efforts entail everything from setting up a table in the cafeteria or handing out flyers at an event, to speaking directly to students in their classes. The idea is to make them aware that SETA’s services are available to them at no cost. Those services include help with resumes, interview prep, demonstrating job research skills, or even coaching on how to answer behavioral questions.

The role of a job developer is part mentor, part matchmaker. According to Gill, they connect students with opportunities in particular industries, while guiding them on the skills, qualities, and experience that the employer is looking for.

“The whole purpose of SETA is to be sure [students] get a salary that allows them to be self-sufficient and puts them on a path upwards, agrees Workforce Development Planner Ira Ayers, who began at SETA several years ago as a job developer. “We’re not looking at low wage jobs; we’re looking at jobs averaging \$22 an hour, with a trajectory for growth.”

Ayers cites an issue he encountered when he first began at SETA:

“I reached out to numerous employers to identify employment opportunities to refer students to,” he recalls. “I would reach out to students, seeking interested applicants to apply for those positions. Students did not respond for numerous reasons.”

Among those barriers were lack of career confidence, feelings of unpreparedness, and lack of familiarity with the services available. Facing these challenges, Ayers and the team at SETA realized they had to do several things. First: build up a rapport with students so that they know the services SETA offers and trusts its advice. Second: prepare students by exposing them to authentic, on-the-job experience. Finally: make the introductions necessary to get students in front of employers for a chance to interview..

Experience counts

Anderson Nobre graduated from Sacramento City College’s cybersecurity program in 2022, with the hope of working for the State of California. The SETA success story says the advice he got from his job developer made all the difference.

“He looked over my resume and cover letter, and I did some interview prep with him,” recalls Anderson. “But the biggest tip was that my resume was designed for the private sector, and he helped me gear it toward the state.”



Working with his job developer, Anderson created a plan to secure the state job he wanted.

“He ... showed me how to go on to the Cal Career website, set up a profile, and use it as a template to adapt for different jobs. That was a game-changer.”

Nobre’s next steps included landing a Student Assistant position to get the experience the state required, working for six months, and taking additional courses to enhance his IT education. His experience supporting the California Department of Tax and Fee Administration as a student employee proved invaluable, both as a career experience and a résumé-builder.

“It’s extremely difficult for our graduates to compete against those from four-year colleges, so we create a pathway that allows our students to get the experience they need,” Ayers explains. “We collaborate with the internship coordinator on campus as well as utilizing the state platform for student assistant positions to identify internship opportunities.”

Strong Workforce Program funding is pivotal to the effort, incentivizing employers by paying for half of the student’s salary. The arrangement is a win-win for grads and employers, delivering students the on-the-job training they need to rise up within the industry, and giving employers the talent they need to get the job done.

Six months after his student position ended, Nobre was hired as an information technology associate in asset management. Now, he’s earning a living while learning the finer points of auditing and compliance. His goal is to one day become an information technology specialist, and he’s “100 percent, absolutely certain” that the job-hunting skills he’s learned will carry him forward when he’s ready to look for his next position.

Beyond cybersecurity and IT, SETA is sowing success across some of Northern California’s most in-demand industries. When Karen Itzel graduated from Cosumnes River College in May 2023 with a certificate in health information coding, she felt good about her skills, but less confident when it came to seeking a career.

“I had never done this before, and I found the whole process very intimidating,” Itzel reflects.

That all changed when she began working with her job developer, who she found “very motivating.

“He helped me structure my resume, and we did a couple of Zoom practice interviews.”

Thanks in part to the SETA experience, Karen not only landed a job as a medical office rep with Dignity Health, she managed to earn a promotion within three months. Now, she’s working on an associate degree, which will open the door for her ultimate goal: to be a health information coding specialist, perhaps at Stanford Medicine.



It’s all about the outcomes

With success stories like Nobre’s and Itzel’s taking shape, SETA is justifiably proud of its efforts so far. But with so much work to be done, the agency isn’t easing up on the accelerator.

“We are able to meet 176 placements this year, up from 150 last year, and we’ve consistently exceeded our wage objective, with an average starting salary of \$26 per hour,” reports SETA Workforce Development

Manager Lauren Mechals.

Meanwhile, Mechals and SETA are identifying challenges for students *beyond* résumé and interview prep. For many Northern California students, the most tenuous rung on the career ladder is access to basic needs. In fact, Mechals estimates that up to 20 percent of the students that SETA works with need this additional assistance.

“We’ve had to leverage additional funding to be able to bridge gaps in housing, food insecurity, and transportation,” says the manager. “Our job developers need to be good at assessing the customer’s needs ... It may be about money, but it might also be about soft skills.”

With in-person services, including live appointments with job developers, returning, Mechals sees a bright future for the LRCCD partnership.

“The good news now is that we have an entire digital application process so students can meet with job developers in person or on Zoom,” she says. “Our developers can also go into virtual classrooms and talk to students.”