

Thought of the Day:

“Great things are done by a series of small things brought together”

Author: Vincent Van Gogh

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Monday May 27, 2025, 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) Head Start Policy Council 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 Council 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 Council 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, ClerkoftheBoards@seta.net. Any member of the public who wishes to speak directly to the Council regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@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, 84796496102# US (San Jose).

Meeting ID: 847 9649 6102

Passcode: 057573

[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 Council 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

MAYOR PRO TEM

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
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of April 21, 2025, Special Board Meeting 4-30

II. ACTION ITEMS

- A.** Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025 31

- B.** Election of Community Action Board Alternate 32

III. INFORMATION ITEMS:

- A.** STEM Presentation

- B.** Standing Information Items 34-47

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han

- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta

- Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta
 - CalFresh
 - ECE 331 Course – SETA
 - Men’s Healing Circle – Hooked On Fishing Not On Violence
 - Sacramento Works Job Centers

- C.** SETA’s Recruitment Update – Ms. Sheri Green-Johnson 48

- D.** Governing Board Minutes for April 9, 2025 49-67

IV. COMMITTEE REPORTS:

68

- Executive Committee: Ms. Le Andra Jones-Villalta
- Budget/Planning Committee: Ms. Le Andra Jones-Villalta
- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

V. OTHER REPORTS:

69-75

- A.** Executive Director – Ms. Anita Maldonado

- B.** Head Start Deputy Director – Ms. Karen Griffith

- ✓ Monthly Head Start Report

- C.** Chair

- ✓ PC Recruitment

- D.** Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

- E.** Open Discussion and Comments

- F.** Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, May 20, 2025

Policy Council meeting hosted by:
Le Andra Jones-Villalta (Chair), Yaneika James (Secretary)
Graciela Garduno (Treasurer)

ROLL CALL

A member of the Policy Council will call the roll for the following members:

- ☐ Debra Gipson, Community Agency Representative
- ☐ Franschelle Brown, Foster Parent Representative
- ☐ Graciela Garduno, Treasurer, EHS San Juan Unified School District
- ☐ Aterious Cuffee, Past Parent Representative
- ☐ Le Andra Jones-Villalta, Chair, Past Parent Representative
- ☐ Rebekah Chester, SETA-Operated Program
- ☐ Jovita Galvan, Elk Grove Unified School District
- ☐ Javana Abrussezze, SETA-Operated Program
- ☐ Jasmine Nnachi, SETA-Operated Program
- ☐ Timothy M. Poole, Community Agency Representative
- ☐ Yaneika James, SETA-Operated Program
- ☐ Sequoia Burse, Twin Rivers Unified School District

Members to be Seated: None

- ☐
- ☐

Applications Received: None

Seats Vacant:

Vacant, Sacramento City Unified School District
Vacant, EHS Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant, Home Base Option
Vacant, Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, Community Agency Representative
Vacant, Community Agency Representative
Vacant, Grandparent Representative
Vacant, Parent Ambassador Representative
Vacant, Parent Ambassador Representative

**** Please call your alternate, Policy Council Chair (Le Andra Jones-Villalta: [916] 600-7228) or Head Start staff (Gaylon Ndiaye: [916] 591-2298 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2024-2025**

The **2024-2025** Board was seated on
November 26, 2024, January 28, February 25, and March 25, 2025

BOARD MEMBER	SITE	11/26	12/19*		1/28	2/25*	3/25	4/21*	5/27	6/24	7/22	8/26	9/23	10/28	11/25
Debra Gipson Seated 11/26	CAR	X			X	X	X	X							
Timothy Poole Seated 2/25	CAR	E			E	X	X	U							
Jovita Galvan Seated 1/28	EGUSD	E			X	X	E	U							
Vacant Seated	EGUSD														
Franschelle Brown Seated 11/26	FPR	X			X	X	X	X							
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Aterious Cuffee Seated 11/26	PPR	X			X	X	X	E							
Le Andra Jones-Villalta Seated 11/26	PPR	X			X	X	E	E							
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS	X			X	X	X	X							
Vacant Seated	SOP														
Javana Abrussezze Seated 1/28	SOP	E			X	E	E	X							
Vacant Seated	SOP														
Rebekah Chester Seated 11/26	SOP	X			X	X	X	E							
Jasmine Nnachi Seated 3/25	SOP						X	X							
Yaneika James Seated 2/25	SOP				U	X	X	E							
Sequoia Burse Seated 3/25	TRUSD						X	U							
Vacant Seated	WCIC														
Vacant Seated	WCIC														

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
EHS	Early Head Start
EGUSD	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
SCUSD	Sacramento City Unified School District
SJUSD	San Juan Unified School District
SOP	SETA-Operated Program
TRUSD	Twin Rivers Unified School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present
E: Excused
R: Resigned
U: Unexcused Absence
S/B/S: Should be Seated
H: Holiday
HS: Holding Seat

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
RS: Reseat
S/B/RS: Should be Seated

 * Special Meeting

Current a/o 5/20/2025

CONSENT ITEM I-A

Approval of the Minutes of April 21, 2025, Special Meeting

RECOMMENDATION:

Approve the minutes of April 21, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of April 21, 2025, special meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Special Meeting

Monday April 21, 2025, 11:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Garduno called the meeting to order at 11:09 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Graciela Garduno, Treasurer, EHS San Juan Unified School District
Franschelle Brown, Foster Parent Representative
Debra Gipson, Community Agency Representative
Jasmine Nnachi, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Rebekah Chester, SETA-Operated Program (*excused*)
Aterious Cuffee, Past Parent Representative (*excused*)
Yaneika James, Florin Grammar Head Start (*excused*)
Timothy M. Poole, Community Agency Representative (*unexcused*)
Sequoia Burse, Twin Rivers Unified School District (*unexcused*)
Le Andra Jones-Villalta, Chair, Past Parent Representative (*excused*)
Jovita Galvan, Elk Grove Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of March 25, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Gipson, second/Brown, to approve the March 25, 2025, minutes as distributed.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

II. ACTION ITEMS:

Ms. Griffith provided a combined presentation for Items II A-E. The presentation is attached to these minutes.

In response to questions from Board members, she clarified the following points:

- The current Head Start/Early Head Start (HS/EHS) grant term is from August 1, 2024, to July 31, 2025. SETA is currently in the first year of a five-year funding cycle. The refunding application must be approved by the SETA Boards and submitted to the Office of Head Start before May 1, 2025, to apply for the grant funding covering August 1, 2025 - July 31, 2026.
- SETA plans to reallocate some funds from the Head Start budget to the Early Head Start program in order to serve more younger children and better meet community needs.
- Unlike in recent years, there is no assurance that carryovers will be viewed favorably in the future. SETA is not relying on being able to carry over funds but will seek clarification if necessary.
- The Community Care Licensing at California Department of Social Services requires that there is always at least one member of staff at any time at the center that is First Aid/CPR certified for adults and infants. Currently, 70% of teaching staff are certified.

Moved/Abrussezze, second/Brown, to approve the following items:

- A. Approval of Annual Self-Assessment for 2024-2025 and Resulting Program Improvement Plan for the SETA-Operated Program
- B. Approval of Program Year 2025-2026 Head Start and Early Head Start Refunding Applications
- C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2025-2026
- D. Approval of the 2025-2026 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- E. Approval of 2025-2026 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

- F. Approval of the Budget Modification Request for Program Year 2024-2025 Head Start and Early Head Start Basic (09CH012795)

Ms. Griffith reviewed the item. The funding will mainly be utilized towards funding the CP Huntington HS/EHS Classrooms in Program Year (PY) 2025-2026. Additionally, funds will be added to the Travel (out-of-state) category to allow staff to attend WIPFLI (7 Staff) and the National Head Start Annual Conference (4 Staff/Parent Advisory Committee/Policy Council members).

Moved/Gipson, second/Abrussezze, to approve the budget modification request for the 2024-2025 Head Start Basic and Early Head Start Basic Funds (09CH012795)

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

G. Approval of Budget Modification Request for the Program 2023-2024 Head Start and Early Head Start Basic (09CH011763)

Ms. Griffith reviewed the item. SETA previously had equipment projects approved for this funding; however, due to a change in the program's needs, SETA requests to move the funds to the Supplies and Other (deferred maintenance projects) cost categories to ensure a safe, high-quality classroom environment. Additionally, Twin Rivers Unified School District (TRUSD) is requesting approval to purchase and install a Play Structure unit (Equipment) at their Morey Avenue Elementary site. The current play structure at the site is over two decades old and needs a replacement.

Moved/Abrussezze, second/Gipson, to approve the budget modification request for the 2023-2024 Head Start Basic and Earl Head Start Basic Funds (09CH011763).

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

H. Election of Policy Council Community Representatives and Alternates for Program Year 2024-2025

Ms. Garduno reviewed the item. There were no applications received.

Moved/Gipson, second/Abrussezze, to table the election of two (2) Community Agency Representatives, one (1) Grandparent Representative and alternates to the next meeting.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

I. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

Ms. Garduno reviewed the item. There were no eligible nominations at this time.

Moved/Abrussezze, second/Brown, to table the election of Policy Council Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

J. Election of Community Action Board Alternate

Ms. Garduno reviewed the item. There were no nominations at this time.

Moved/Gipson, second/Brown, to table the election of low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 4 (Nnachi, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Garduno)

Absent: 7 (Jones-Villalta, Cuffee, Chester, Poole, Galvan, James, Burse)

III. INFORMATION ITEMS:

A. 1st Quarter Strategic Plan Report

Ms. Maldonado presented the 1st Quarter Strategic Plan Report. The presentation is attached to these minutes. Ms. Griffith provided information on partnerships to get services to enrolled children.

B. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han introduced himself and reviewed the SETA-Operated and Delegate Agencies combined HS/EHS fiscal report for the eighth month, which ended March 31, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 61.7%. The Non-Federal Share Year-to-Date expenditures are at 27.1%, above the required 25%. The Administrative cost is 10.6%, below the 15% maximum countywide. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

Mr. Han reviewed the state funding report and advised that for both the California State Preschool Program (CSPP) and General Child Care and Development (CCTR), SETA is still in a hold harmless year and should expect to earn the Maximum Reimbursement Amount (MRA).

➤ Community Resources

Ms. Garduno reviewed the community resources provided in the packet.

C. SETA's Recruitment Update – Ms. Sheri Green-Johnson

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from March 14 through April 10, 2025.

D. Governing Board Minutes for March 6, 2025: No questions

IV. COMMITTEE REPORTS:

➤ Executive Committee

The next meeting date and time are to be determined.

➤ Budget/Planning Committee

The next meeting date and time are to be determined.

➤ Parent/Ambassador Committee

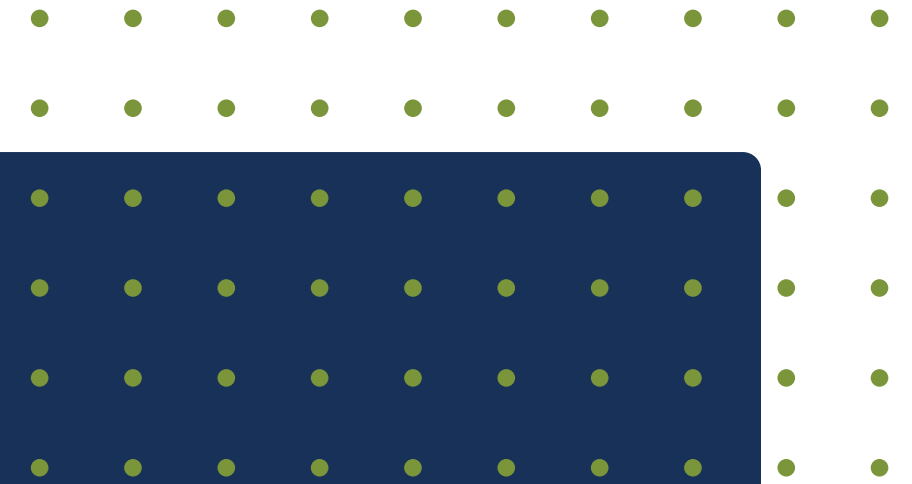
- The next meeting date and time are to be determined.

V. OTHER REPORTS:

- A.** Executive Director: No report
- B.** Head Start Deputy Director: No report
- C.** Chair: No report
- D.** Head Start Managers:
 - ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
 - ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: No report
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services: No report
- E.** Open Discussion and Comments: None
- F.** Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 12.37 p.m.

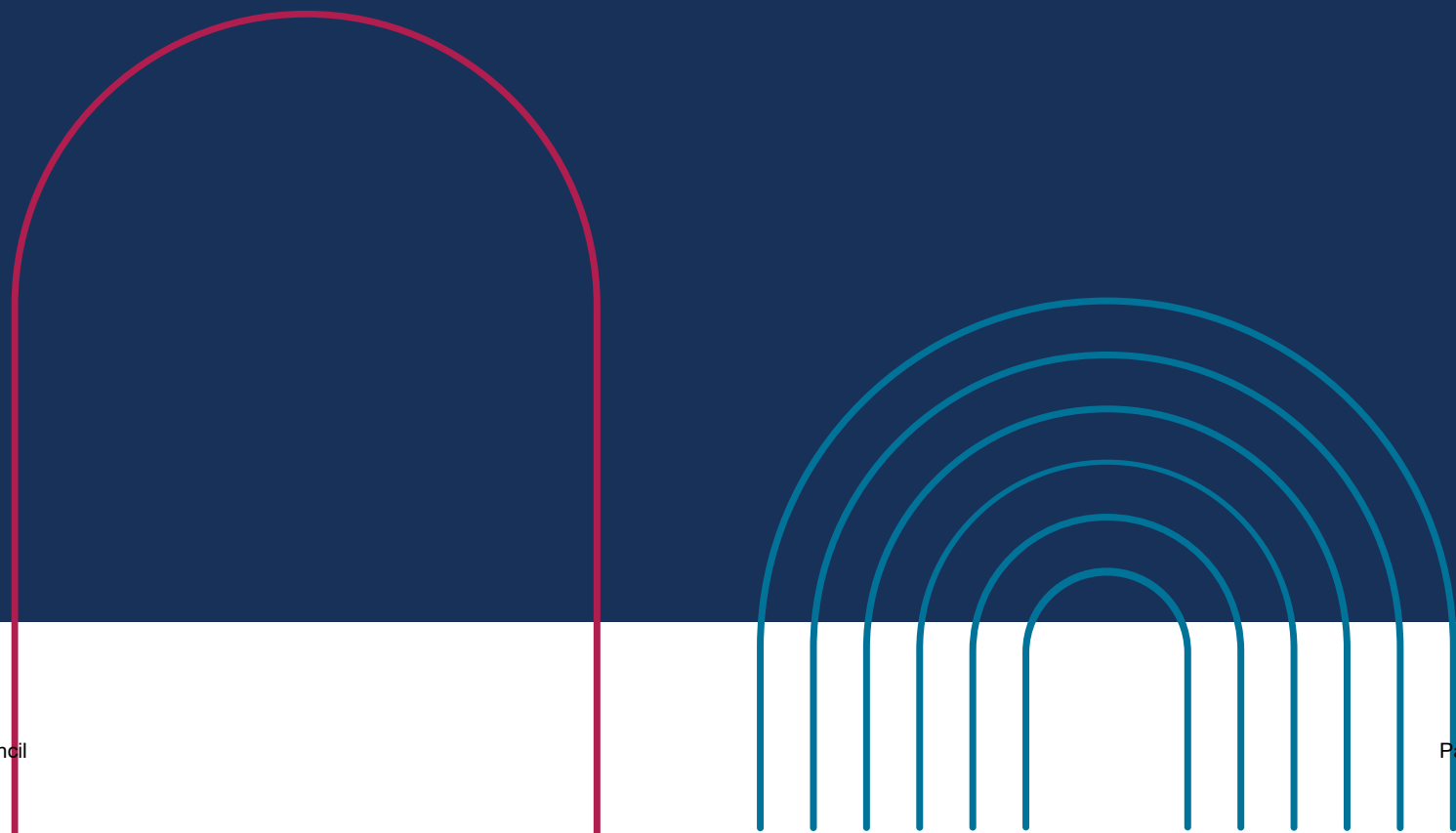
Note: The minutes reflect the actual progression of the meeting.



Refunding Application 2025-2026

Year 2 of 5 Year Cycle

Sacramento Head Start & Early Head Start

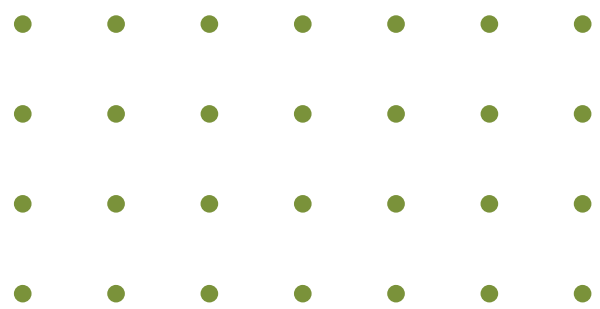


Self-Assessment Summary

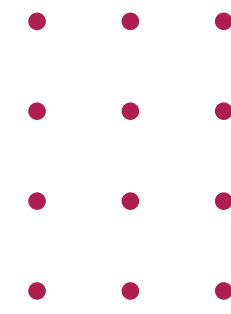


In January–February 2025, seven committees led by team leaders in Child and Family Services department, and SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas.

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



Self-Assessment Highlights

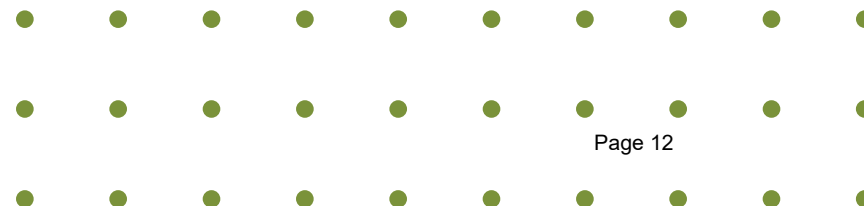


Program Strengths:

- In 100% of the EHS classrooms observed, Teachers have developed and implemented routines and experiences for children at an unhurried, child-directed pace.
- 95% of classrooms' physical environments include 7 clearly defined Interest Areas: Blocks, Art, Dramatic Play, Toys and Games, Discovery, Library, and Music, with an overall increase in Music environments compared to the previous year.
- Intervention Specialists attended multiple training opportunities focused on trauma-informed care, social-emotional competencies, and new research in mental health practices in early childhood practices.
- SETA successfully expanded its collaboration with community partners to deliver preventive health services to families and provide staff and parent education.
- SETA has increased access to internship opportunities through formal agreements with local colleges, universities, and other community partners: UC Davis, CSU Sacramento, Sierra College, Center for Oral Health, and Elica Health Centers.
- Parents in PAC/PC are involved in the decision-making process through participation in the agency's hiring procedures

Growth Opportunities:

- CLASS scores from 2024 indicate an overall need for further training in Concept Development. To help with this, SETA, as part of the Quality Improvement Network, is working on a CLASS project focusing on Concept Development.
- Invest in training more staff in-house on different trauma-based practices and SEL curriculum
- Develop a simple visual aid about the Family Partnership Agreement process for parents so parents fully understand the process, and it's easier for staff to explain
- Promote and market parents meeting in exciting ways
- Use the Parent Meeting Curriculum Alignment Guide to encourage active participation
- Increase percentage of participation of FSWs and Home Visitors at monthly workshops and refresher training
- Recruit and engage more parents for PAC/PC Membership through Parent Ambassadors and FSW connections
- Revise the Daily Health and Safety checklist to be more efficient and provide better data
- Strengthen system, to train FSW's and Home Visitors and monitor health data in ChildPlus





5 Year Goals 2025-2029

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

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

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

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



Proposed Changes 25-26

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

- 1 additional EHS class at Elder Creek in the Sacramento City USD program
- 3 additional EHS classes in the SETA Operated program at Fruitridge and Marisol Village



Support program quality improvements with additional health, mental health, staff wellness approaches while also support fiscal health due to flat funding

- Reduce class sizes to address the younger age enrollment cap and address developmental support and increased mental health needs
 - San Juan USD- 19 classes
 - Elk Grove USD- 15 classes
 - Sacramento City USD- 7 classes
 - WCIC- 5 classes
 - SETA operated- 10 classes
 - Twin Rivers USD- 1 class
- Reduce Caseloads of Home Base providers to better address high family needs
 - River Oak reduce to 10 families per Home Visitor
 - Sacramento County Office of Education reduce to 10 families per visitor

Support increased hours of service by extending hours, days or weeks

- 2 additional Full day classes in Elk Grove USD
- SETA will extend hours in 11 classes at 7 different locations to accommodate parent need (up to 9.5 hours)
- SETA will increase from 4 days per week to 5 days per week at 3 locations and move from traditional to Year-round services at 1 location



Funded Enrollment with Proposed Changes



	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
Head Start (ages 3–5) Total: 3148	1260	423	592	640	148	85
Early Head Start (ages birth to 3) Total: 988	746	--	24	166	52	--

Number of HS Centers: 32
 Number of HS Classes: 59

Number of EHS Centers: 27
 Number of EHS Classes: 51



Program Options - Countywide 2025-2026

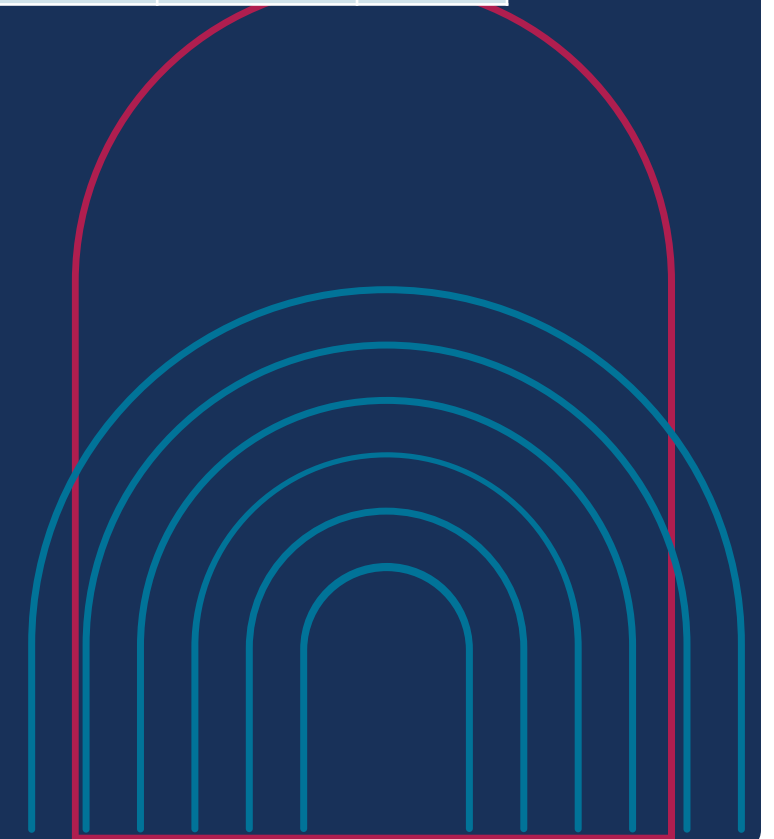


Head Start (Children ages 3-5)

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Homebase	Total
	Year Round						Traditional School Year		Year Round	Traditional School Year				
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	80	214		420	180	60	34	37	85	40			110	1260
Elk Grove USD							168			255				423
Sac City USD			40				552							592
San Juan USD							640							640
Twin Rivers USD											148			148
WCIC												85		85
Total	80	214	40	420	180	60	1394	37					110	3148

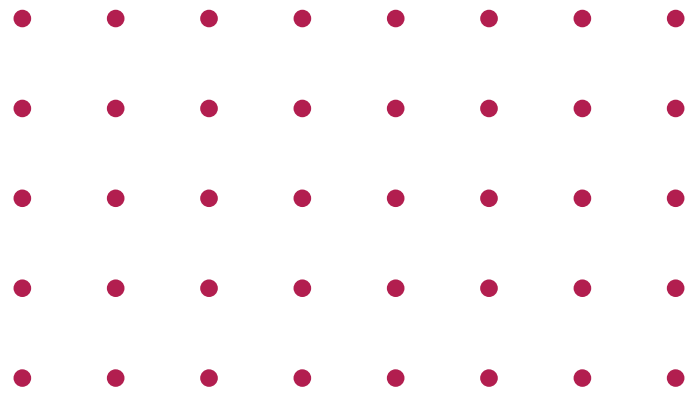
Early Head Start (Children ages birth-3 and pregnant women)

Agency	Programs with 5 Days/Week							Homebase	Total
	Traditional Round			Year Round					
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day		
SETA			16		256	118	26	200	616
San Juan USD		32		64				70	166
Twin Rivers USD	52								52
Sac City USD			8		16				24
SCOE								70	70
ROCC								60	60
Total	52	32	24	64	272	118	26	400	988



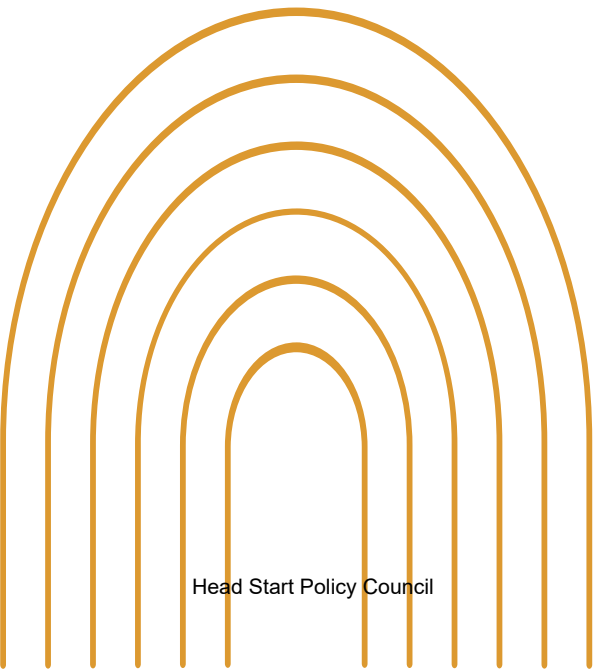
Total Head Start/Early Head Start Funding

\$72,497,077



Head Start	Early Head Start
Basic \$51,284,529	Basic \$20,405,276
Training/Tech Assistance \$527,209	Training/Tech Assistance \$280,063
Total \$51,811,738	Total \$20,685,339

The proposed budget includes a conversion which transfers \$866,131 from the Head Start budget to the Early Head Start budget (basic funds).



Parent Services

- Continued though abbreviated Apprentice program with a focus on parents
- Parent Workshops on healthy eating for children and families, accessing food services in the community, easy and healthy recipes to prepare at home.
- Family Literacy Events to reinforce learning connections between home and school

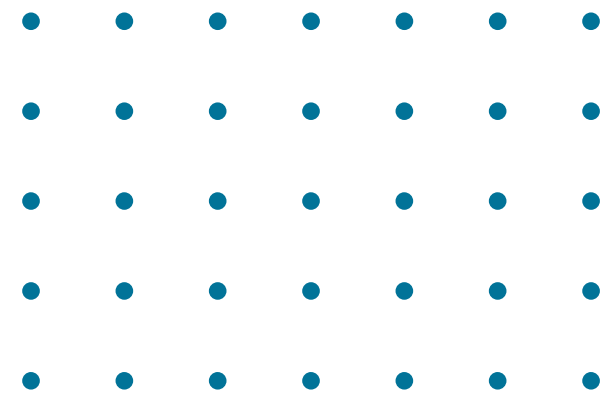


Staff Development

- Curriculum Focus on STEM and Nutrition education to children
- Early Childhood Education Class to provide onsite ECE coursework
- Safety & Supervision Training and coaching
- Increased delegate training and support
- Family Development Credential-looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies



Questions





1st Quarter Strategic Plan Report

April 21, 2025

Presented by:
Anita Maldonado, Ph.D., Executive Director



SETA STRATEGY AND DIRECTION



Vision

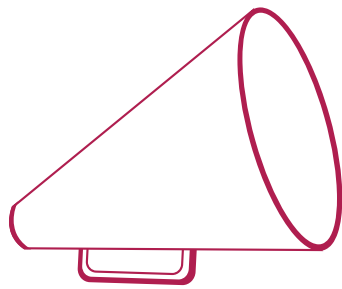
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that meet people where they are and helping them thrive.

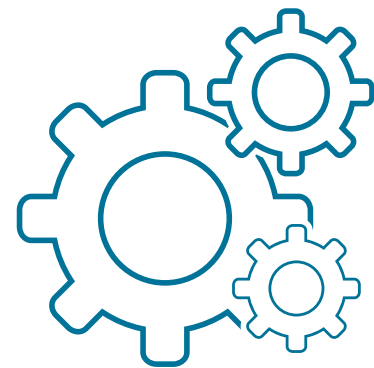
STRATEGIC INITIATIVE 1



Awareness

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

STRATEGIC INITIATIVE 2



Cohesion

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

STRATEGIC INITIATIVE 3

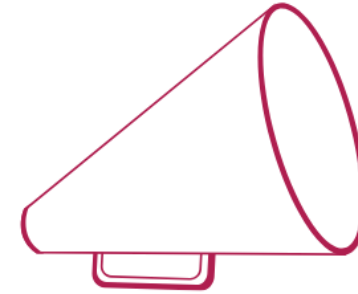


Partnerships

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

STRATEGIC PLAN 2025-2028

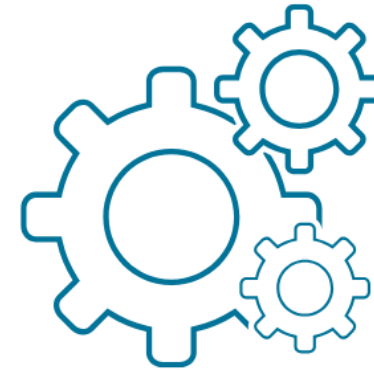
IMPROVE AWARENESS



ACTION STEPS

- ✓ Develop Messaging and Brand Identity
- ∞ Back it up with Metrics and Stories
- ∞ Invest in Outgoing Outreach
- ∞ Track Efforts and Measure Results

STRENGTHEN COHESION



ACTION STEPS

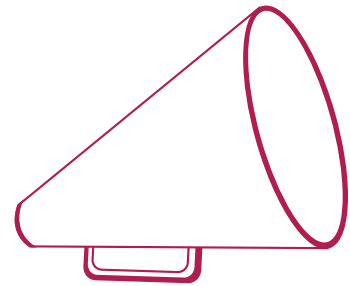
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ⚙️ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

- ∞ Establish Clear Communication Channels
- ∞ Standardize Information and Processes
- ∞ Facilitate Partner Interactions



Awareness

- Collateral Materials
- Board Photos and Highlights
- Orientation/Recruitment
- Safety Initiatives
- Open and Transparent Communication
- External Newsletter
- Social Media
- Outreach



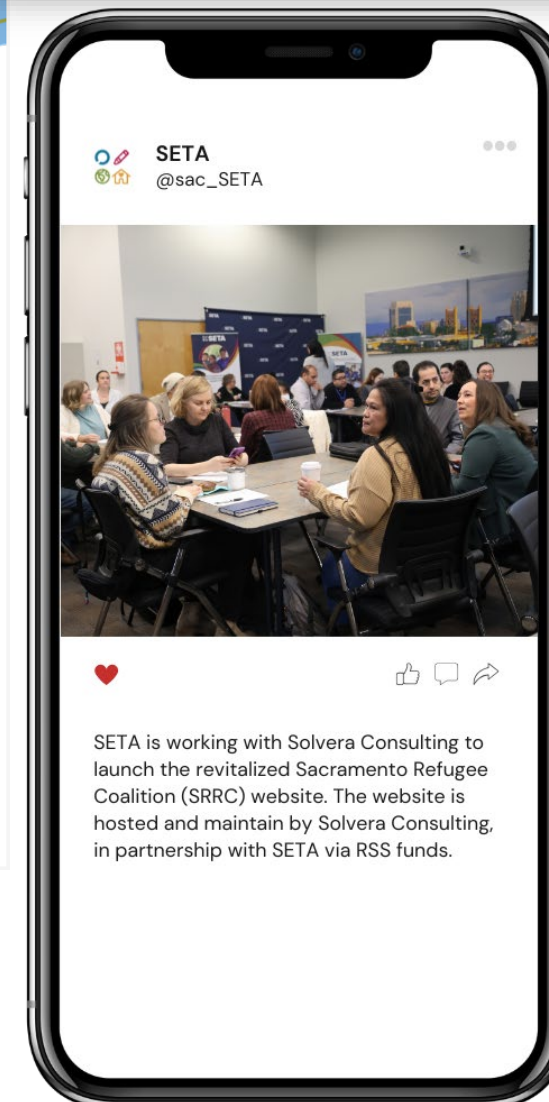
SETA Sacramento Employment & Training Agency 2025 Workers' Compensation Renewal

SETA Safety Committee Schedule for 2025		
SETA Safety Committee Meeting Date	Safety Meeting Monthly Topics	Location for Safety Committee Meeting
January 14, 2025 @ 2 PM	Slips, Trip and Falls	925 Del Paso
February 13, 2025 @ 2 PM	Defensive Driving – Safe Driving Practices	Zoom
March 11, 2025 @ 2 PM	Injury and Illness Prevention Program – OSHA Compliance	Zoom
April 10, 2025 @ 2 PM	Classroom Awareness – Trip and Fall/Child Interaction	7505 Franklin Blvd
May 13, 2025 @ 2 PM	Fire Safety	Zoom
June 12, 2025 @ 2 PM	Workplace Violence Prevention Program	Zoom
July 8, 2025 @ 2 PM	Threat Awareness Surrounding Children	8383 Florin Rd
August 14, 2025 @ 2 PM	Slips, Trip and Falls	Zoom
September 9, 2025 @ 2 PM	Workplace Violence Prevention	Zoom
October 9, 2025 @ 2 PM	Ergonomics – Proper Lifting	6015 Watt Ave #5
November 13, 2025 @ 2 PM	Emergency Action Plans	Zoom
December 11, 2025 @ 2 PM	Winter Safety & Awareness	Zoom

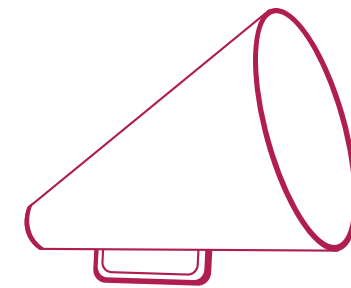
The locations other than 925 Del Paso represented 82 of the 151 Ex Mod points for the 2025 Experience Modification Factor, thus meeting will be held on premise



© 2023 ARTHUR J. GALLAGHER & CO.



Social Media

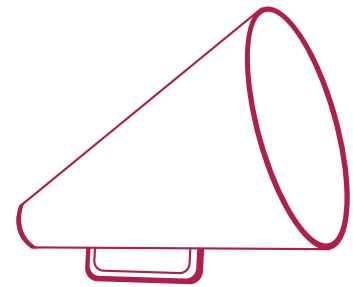


Gardenland Chicana

Alan Marroquin this event is at the SETA bldg @ 925 Del Paso Blvd right there in No Sac by the light rail...






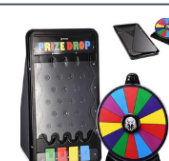
just fyi SETA got my career kick start when I was about 17 with the CITY of Sacramento TREE Services Dept I'll be forever grateful to SETA [Sacramento Employment Training Act] back then they were incorporated @ the EDD office and very successful working with the people in placing you in the workforce FT they'll even provide training you if necessary

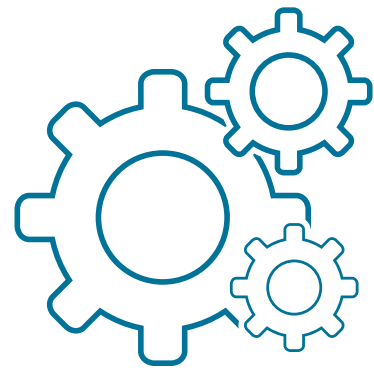
Outreach



Essential Checklist for Staff Outreach Events

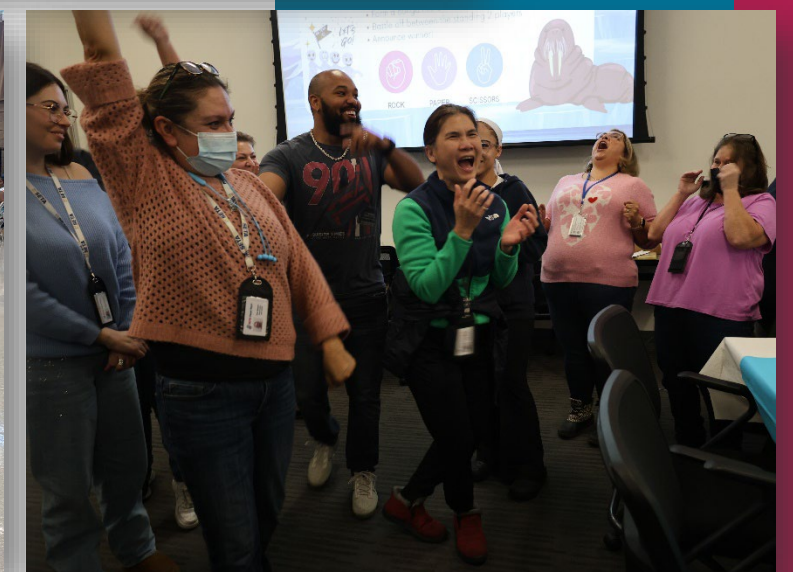
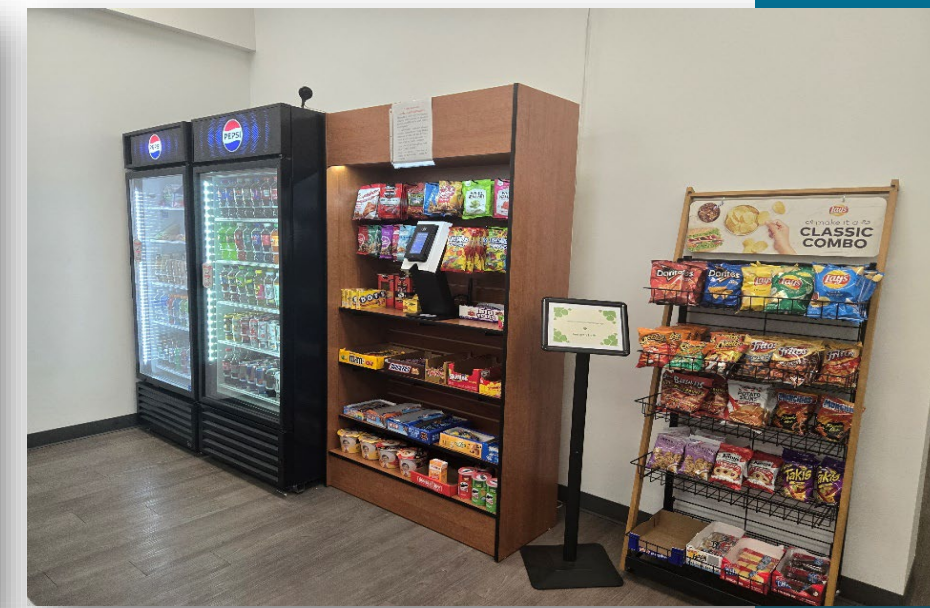
This checklist is designed to ensure staff members are fully prepared for outreach events, both internally and externally. It includes essential items and tasks to help streamline preparations and enhance the effectiveness of our outreach efforts.

Image	Item and Description	✓
	SETA Brochures <ul style="list-style-type: none"> Located in KDrive -> PIO 2024-> Outreach Checklist & Items Don't forget at least one brochure and multi-tier flyer stand if you have one 	
	3x6 Retractable Banner <ul style="list-style-type: none"> Take one or both; Display front, side, or behind table Request from Lisa C., Bevan R., Benjamin M., Lorna D., or PIO 	
	Community Newsletter Sign Up Sheet & QR Code <ul style="list-style-type: none"> "This is a quarterly newsletter; filled with impactful stories, program/service updates, upcoming events. People can either scan the code to fill out Google Form or write on the sheet." Take a clipboard. 	
	SETA Tablecloth <ul style="list-style-type: none"> Ensure tablecloth is always centered when displayed If the event includes multiple programs/services, take the black "SETA" one 	
	Handouts from agency programs/ upcoming events <ul style="list-style-type: none"> CFS Enroll Now Flyer, CSBG flyer, Job Center handout Business Cards from each program and services 	
	Giveaways (after we engage with them) <ul style="list-style-type: none"> Stickers, Lanyards, Pens Table game - Prize Wheel or Prize Drop: Request from PIO 	

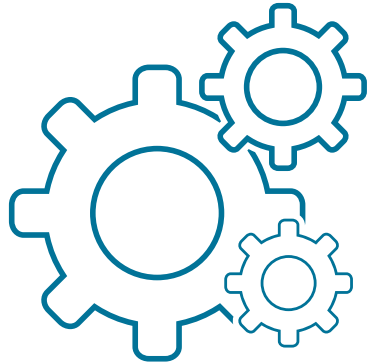


Cohesion

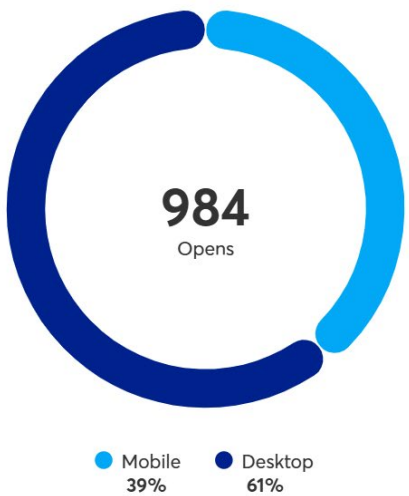
- Building Enhancements
- Vending Enhancements
- AAA Series
- Online Swag Store
- Executive Director Visits
- Morale Boosting Activities
- Foundation Funding
- Internal Newsletter



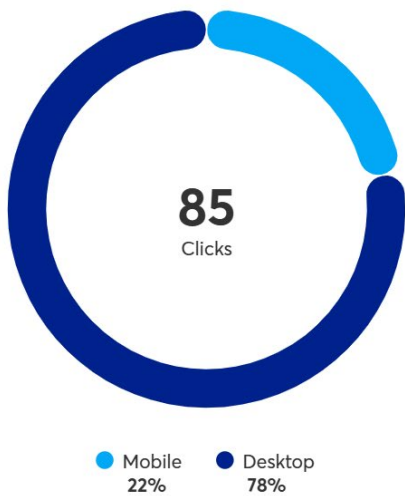
Newsletters



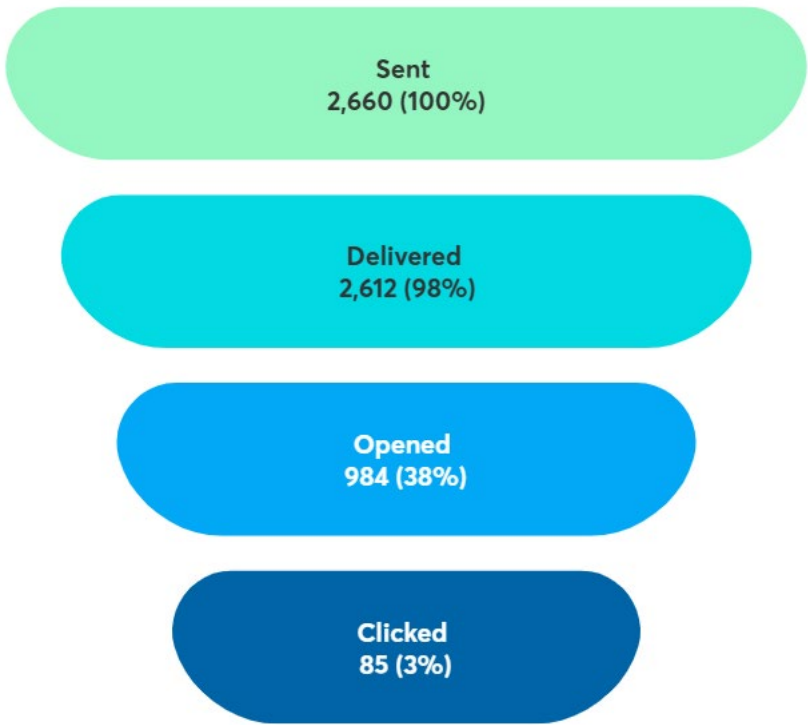
Opens by device ⓘ



Clicks by device ⓘ



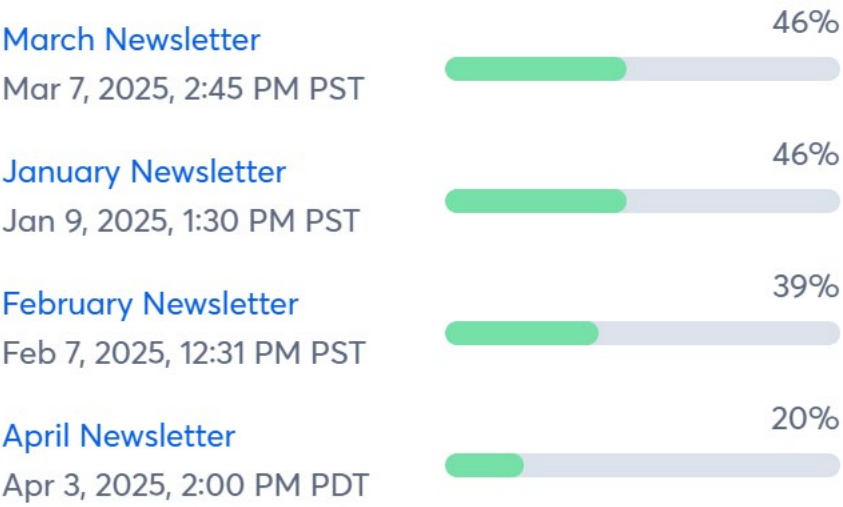
Email marketing funnel ⓘ



*Percentages are based on total emails sent

Top performing campaigns by Open Rate

Open ... ▾



"I love that it brings out a little of everything that we do in this agency."

"I love the images and the mix of agency unit updates and personal news about staff and parents. The format is attractive, excellent job!!"

"The awesome photos are worth 1,000 words."



April Newsletter

2025 | Issue #4

In This Issue

- Program & Unit Updates
- IT Updates
- Safety Committee Updates
- Additional News
- Honoring Our Longstanding Team Members
- Staff Spotlight: Life Beyond the Office
- Board Operations
- Upcoming Events

A Message From Our Executive Director: April Showers - Perseverance Through Every Storm



Dear Team,

As we welcome the month of April, we are reminded that, much like the unpredictable weather, challenges and obstacles are a part of our journey. April showers bring growth and renewal, and though they may sometimes feel overwhelming, we can trust that they are a necessary part of the process. Every storm eventually passes, and in its wake, we find the promise of brighter days ahead.

In our daily lives, we face moments of difficulty, uncertainty, and struggle, but it's important to remember that just like the flowers that bloom after the rain, we too are capable of growing and



- Executive Director Partner Visits and Feedback
 - 9/12 visits to Job Centers
 - 8/36 visits to Head Start & Early Head Start Centers
- New Partnerships
- New Funding
- Increased Support for Delegate Agencies
- Continuing Partnerships



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

ACTION ITEM II-A

Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

RECOMMENDATION:

That the Policy Council elects a Vice Chair and a Parliamentarian. If no nominations of eligible members were made, the Chair may appoint an interim Vice Chair and Parliamentarian until eligible members fill these Officer's positions.

Vice Chair:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2024-2025. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C.

Section 2B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2C of the Bylaws states: A SOP Parent Advisory Committee (PAC) member who has not been re- elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B
Election of Community Action Board Alternate

RECOMMENDATION:

That the Council elect one alternate to serve as Low-Income Sector representative to the Community Action Board.

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
STEM Presentation

Presenter: Education Unit

BACKGROUND:

This item allows the education unit to provide the STEM presentation to the Board.

NOTES:

INFORMATION ITEM III-B

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC): Ms. Le Andra Jones-Villalta
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
 - CalFresh
 - ECE 331 Course - SETA
 - Men's Healing Circle - Hooked On Fishing Not On Violence
 - Sacramento Works Job Centers

NOTES:



CalFresh Helps Families Buy Groceries

Here is what to
expect when
applying:



STEP 1: Complete the Application



In Person:

at a CalFresh office

<https://calfresh.dss.ca.gov/food/officelocator/>



Online:

CalFreshFood.org

(Link to apply can be found here)



By Phone:

1-877-847-3663

Application Tips



Household:

Your "household" is the number of people you buy and share food with.



Example:

If you live with two roommates, but you buy food and cook for only yourself, your household size is one. If you split the cost of groceries and share meals together, your household size is three.

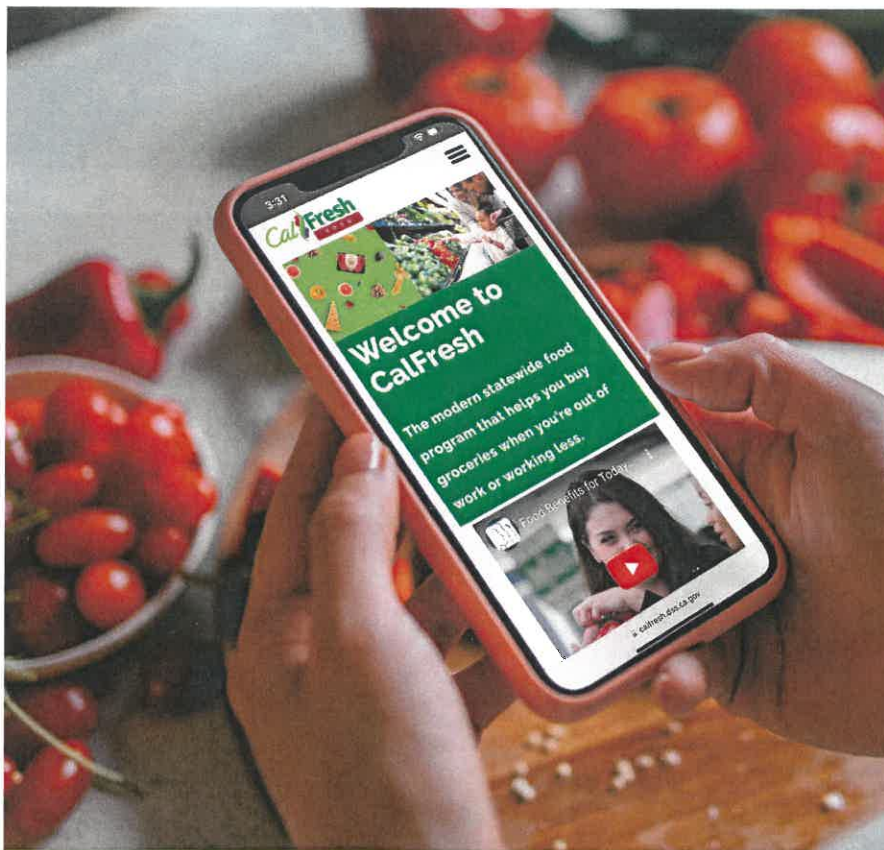
Additional application steps continued on back

Get help with your CalFresh application today.

Call: Dial 2-1-1 or 1-916-498-1000 or 1-844-546-1464 (toll-free)

Email: info@211sacramento.org

Call 7-1-1 if you are hearing impaired and ask to be connected to 2-1-1



Did you know?

If you have application questions, an expert at your local county office can get you answers!



STEP 2



Submit documents

Documents can be submitted during your application or online within the next 30 days.



Examples of documents you can submit:

Photo ID: state ID, student ID, driver's license

Income: pay stubs or a statement from your employer

Immigration status (for non-citizens): Lawful permanent resident (LPR) or an I-94

STEP 3



Wait for interview

Look out for a phone call from a CalFresh worker to confirm the details of your application. The call may come from an unfamiliar number, or it may be marked as potential spam.

STEP 4



Benefits arrive within 30 days

The state must process applications within 30 days. If there aren't any issues or questions with your application, you can expect to have your CalFresh card within the month.



Learn more about CalFresh
at CalFreshFood.org



Funded by USDA's Supplemental Nutrition Assistance Program. This institution is an equal opportunity provider.

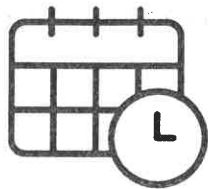
ECE 331 COURSE PROVIDED BY SETA

- **Course and text book fees are
payed for by SETA**
- **You must be registered for
summer semester at American
River College**
- **Transferable Course credits to
CSU and US**



Course Title:

**ECE 331 Care and Education of
Infants and Toddlers**



Date and Time:

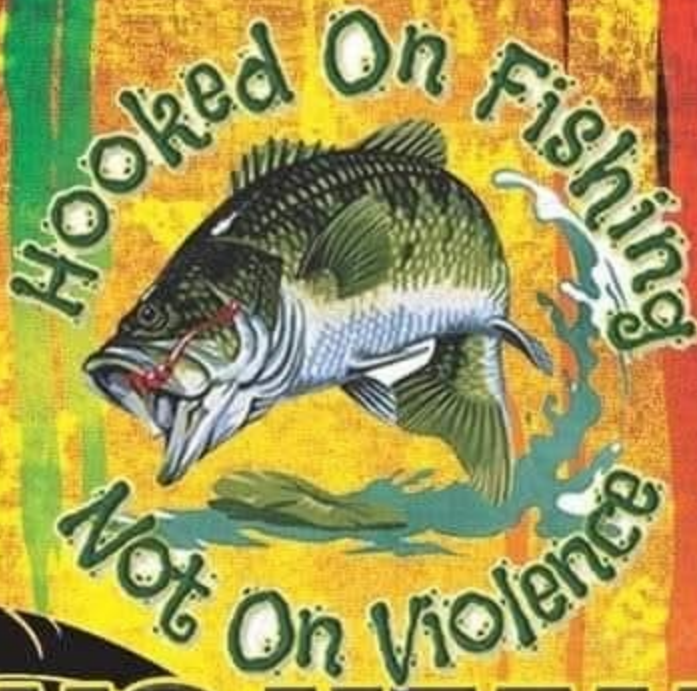
**June 9th – August 1st, Tuesdays
from 5:30 to 6:50 PM**



Location:

**925 Del Paso Blvd, Suite 100
Sacramento, CA 95815
in the Sequoia Room (Hybrid)**

If interested email Lisa Carr at Lisa.Carr@seta.net



MENS HEALING CIRCLE

Brothers healing together

INSIDE ^{THE} OBAMA ROOM

6PM - 730PM EVERY WEDNESDAY NIGHT

2251 FLORIN ROAD SACRAMENTO CA 95822

SACRAMENTO WORKS

A PROUD PARTNER OF AMERICA'S JOB
CENTER OF CALIFORNIA NETWORK

JOB CENTERS

ASIAN RESOURCES

2411 Alhambra
Boulevard
Suite 110
Sacramento, CA 95817
(916) 324-6202

CROSSROADS

7011 Sylvan Road
Suite A
Citrus Heights, CA
95610
(916) 676-2540

FOLSOM CORDOVA

10826 Gadsten Way
Rancho Cordova, CA
95670
(916) 635-4337

FRANKLIN

7000 Franklin Boulevard
Suite 540
Sacramento, CA 95823
(916) 563-5151

GALT

1000 C Street
Suite 100
Galt, CA 95632
(209) 744-7702

GREATER SACRAMENTO URBAN LEAGUE

3725 Marysville
Boulevard
Sacramento, CA 95838
(916) 286-8600

HILLSDALE

5655 Hillsdale Boulevard
Suite 8
Sacramento, CA 95842
(916) 263-4100

LA FAMILIA

5523 34th Street
Sacramento, CA 95820
(916) 452-3601

LEMON HILL

5451 Lemon Hill Avenue
Sacramento, CA 95824
(916) 433-2600 x1058

MARK SANDERS

2901 50th Street
Sacramento, CA 95817
(916) 227-0301

MATHER COMMUNITY CAMPUS

10638 Schirra Avenue
Mather, CA 95655
(916) 876-4022

RANCHO CORDOVA

10381 Old
Placerville Road
Suite 150
Sacramento, CA 95827
(916) 563-5147

SOUTH COUNTY

8401-A Gerber Road
Sacramento, CA 95828
(916) 525-4717

Visit SacramentoWorks.org to
check job listings, find career
education, and more.



INFORMATION ITEM III-C
SETA's Recruitment Update

BACKGROUND:

SETA continues to actively recruit, screen, interview, and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

INFORMATION ITEM III-D
SETA Governing Board Minutes

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

Wednesday **April 9, 2025** **12:00 p.m.**
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 12:04 p.m. The roll was called, and a quorum was established.

Members Present:

Patrick Kennedy, Member, Board of Supervisors
Eric Guerra, Vice Chair, City of Sacramento
Rich Desmond, Chair, Board of Supervisors

Members Absent:

Mai Vang, Member, City of Sacramento

Recognition of Long-term Employees:

Ms. Jeena Lewis, Head Start Teacher (25 years of service)

Mr. Bhavneet Kaur congratulated Ms. Jeena Lewis on her 25 years at SETA and provided her background highlights.

Ms. Laura Moore, Head Start Teacher (20 years of service)

Ms. Susan Garland congratulated Ms. Laura Moore on her 20 years at SETA and provided her background highlights.

I. **CONSENT ITEMS:**

- A.** Approval of Minutes of March 6, 2025, Regular Board Meeting
- B.** Approval of Claims and Warrants

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

- A.** Approval of Minutes of March 6, 2025, Regular Board Meeting
- B.** Approval of Claims and Warrants

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)
Nay: 0
Abstention: 0
Absent: 1 (Vang)

II. ACTION ITEMS:

A. General Administration

1. Timed Item 9:00 A.M. and Public Hearing

Approval of Changes to the SETA Personnel Policies

Mr. Richardson noted that SETA Personnel Policies and Procedures were updated in response to changes in laws, regulations, and the work environment. Additionally, the Training/Staff Development Officer classification was added to the list of exempt classifications in Appendix A.

Mr. Desmond opened the public hearing at 12:17 p.m.

There were no public comments.

Mr. Desmond closed the public hearing at 12:17 p.m.

Moved/Kennedy, second/Guerra, to approve the updated Personnel Policies and Procedures Section 9.10 "Victims of Acts of Violence Leave" and Appendix A to add the classification of Training/Staff Development Officer to the list of exempt classifications.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

2. Approval to Adjust Zones in the Broadband/Performance Management Policy

Mr. Maslac explained that this item involves an annual approval to adjust the zones in the broadband/performance management policy for exempt employees. This year's changes include adding the Training/Staff Development Officer to Zone 2. These actions do not result in salary increases for management staff.

Moved/Guerra, second/Kennedy, to approve the modification to the salary ranges of Zone 1 to \$92,757 - \$201,061 and Zone 2 to \$71,081 - \$142,164 and the addition of the Training and Staff Development Officer to Zone 2.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

3. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2025, and Authorize the Executive Director to Sign the Agreement

Mr. Maslac reviewed the item and advised that this item presents the last out of two extensions of the agreement with Badawi & Associates for audit services initially approved by the SETA Governing Board in April 2023. Based on the Consumer Price Index increase of 2.5% during 2024, staff recommend extending

the agreement for audit services for the fiscal year ending June 30, 2025, which includes the single audit for two major federal programs.

Moved/Desmond, second/Kennedy, to approve the extension of the agreement with Badawi & Associates for audit services for the fiscal year ending June 30, 2025, for a total amount up to \$52,816 for two major federal programs and authorize the Executive Director to sign the agreement.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

4. Approval of the Appointment of Youth Committee Member

Ms. Mechals reviewed the item and recommended appointing Thanhchi Dzip to the Sacramento Works Youth Committee to expand representation for the Youth Voice initiative.

Moved/Kennedy, second/Guerra, to approve the appointment of Thanhchi Dzip to the Sacramento Works Youth Committee.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

B. Workforce Development Department

General/Discretionary:

1. Approval of the Workforce Innovation and Opportunity Act Local Strategic Workforce Development Plan and Regional Strategic Workforce Development Plan for the Capital Region

Ms. O'Camb advised that this item seeks the Board's approval of the local and regional Workforce Development Plans for the Program Year 2025-2028. These plans were developed consistent with the California Workforce Development Board's (CWDB) policy directive, which was issued in December of 2024, that outlines specific instructions on their development and with plan policy objectives that work towards a shared vision of creating comprehensive workforce systems that address poverty, promote income mobility, and ensure equal access to all as a cornerstone of service delivery.

The state's Unified Plan serves as the overarching policy framework guiding Local Workforce Development Boards (LWDBs) and their partners in shaping regional and local plans. The State Plan's policy objectives focus on reducing poverty, promoting income mobility, and embedding equity as a cornerstone of service delivery.

To develop the regional and local plans, the Capital Region's LWDBs facilitated two joint public input meetings with stakeholders from education, labor, business, economic development, and community-based organizations. Input from these hybrid meetings (in-person and virtual) emphasized the need for ongoing communication among service partners and improved service alignment to meet customer needs. Key discussion areas included engagement and outreach to customers, employer education and awareness, strengthening employer relationships, enhancing service delivery, addressing housing and homelessness, youth and community support, poverty alleviation, technology integration, literacy education, mental health and confidence building, and justice-involved re-entry programs.

The drafts of the local and regional plans were made available for a 30-day public input period starting on January 10, 2025. During this time, they were posted on SETA's website, and all required stakeholders, along with more than 400 partners and interested parties, were notified. No public comments were received during the input period.

Ms. Renee John, Managing Director Valley Vision, provided highlights of the Capital Region Workforce Development Plan which included the unemployment rate, demographic information, in-demand industry sectors and percentage change, labor market information as well as information from We Prosper Together's Regional Plan, which is the Sacramento Region's California Jobs First Regional Plan.

It was clarified that the CWDB establishes the regions. Sacramento County is a nine county region.

Mr. Guerra requested information on the methodology used to determine the wage threshold for quality jobs in the Capital Region by subregion listed in the Capital Region Workforce Development Plan.

Moved/Guerra, second/Kennedy, to approve the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2024-2028 and authorize SETA's Executive Director to make any state-required revisions.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

One Stop Services:

2. Approval of Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board

Ms. Jackson advised that this item is for approval of the required submission of a Local Area Subsequent Designation and Local Board Recertification Application to the California Workforce Development Board.

Moved/Guerra, second/Kennedy, to approve the submission of an application for local area subsequent designation and recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

1. Approval of Revised Supervision Policy and Procedures

Ms. Griffith reviewed the item. She advised that SETA's Supervision Policy and Procedures were reviewed as part of the Training and Technical Assistance offered by the Office of Head Start and deemed too cumbersome and lengthy. As a result, the Supervision Policy and Procedures were condensed into one document with clear and concise language. SETA teaching staff received comprehensive training to ensure a thorough understanding of the policies and procedures, with an ongoing implementation monitoring process done by SETA's Quality Assurance unit. The Program Specialists provide any technical assistance needed.

Moved/Guerra, second/Kennedy, to approve the revised Supervision Procedures in alignment with RAN Corrective Action Plan.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

2. Approval of Incident Reporting Procedures

Ms. Griffith reviewed the item. She advised that SETA's communication systems were reviewed as part of the Training and Technical Assistance offered by the Office of Head Start (OHS), and it was deemed necessary to ensure SETA-Operated sites and Delegates sites report any OHS required incidents within required timelines. The guidelines in the packet provide information on timelines, responsibilities, and the roles of staff involved.

Moved/Guerra, second/Kennedy, to approve the Internal and External Reporting Procedures in alignment with RAN Corrective Action Plan.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

III. INFORMATION ITEMS:

A. 1st Quarter Strategic Plan Report

Ms. Maldonado, along with Ms. Tarianna Perez, Ms. Griffith, and Mr. Kim, presented the 1st Quarter Strategic Plan report. The presentation is attached to these minutes. Board members received samples of printed media materials, such as flyers and brochures.

Board members expressed high satisfaction with the progress achieved during the first quarter. In recognizing the importance of effective communication, members requested that the finalized public printed materials be shared promptly. This will help to raise community awareness about the excellent services that SETA has to offer. Mr. Desmond also suggested translating the materials into other languages.

B. Employer Success Stories and Activity Report: No report

C. Dislocated Worker Update:

Mr. Walker invited Ms. Cara Welch from the Employment Development Department to follow up on Mr. Guerra's question from the previous meeting.

Ms. Welch advised that there wasn't a significant adjustment to report regarding federal layoffs and their effects on the state-level government at this time. It shows a decline of 100 employees from January to February 2025. Nationally, the seasonally adjusted data shows a 4,000 drop in federal government employees following an 11,000 drop in February. She will keep the Board updated as the information becomes available.

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

E. Head Start Reports: No questions

IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA: None

V. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado advised that SETA learned about significant changes in the federal Head Start program, including the closure of five of ten regional federal Head Start offices, including the one that SETA was reporting to in San Francisco. Ms. Griffith and Ms. Maldonado recently attended a Region 9 Zoom directors' meeting at which they were provided with recommendations such as to ground the program within the statute, the Head Start Act, to ensure that SETA maintains compliance, to be prepared for additional strain on resources, to advocate for timely reviews and closeouts, and to align program efforts with Health and Human Services administration focus.

C. Deputy Directors:

Ms. Griffith advised that recently, SETA underwent a comprehensive review of the General Childcare Infants and Toddlers program by the California Department of Social Services and received zero areas of noncompliance and was identified as having promising practices that would be shared with other state-funded programs.

D. Counsel: No report

E. Members of the Board: No report

VI. ADJOURNMENT: The meeting adjourned at 1:11 p.m.

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



Governing Board Meeting Strategic Plan Q1 Report

April 9, 2025

Presented by:
Anita Maldonado, Ph.D., Executive Director



SETA STRATEGY AND DIRECTION



Vision

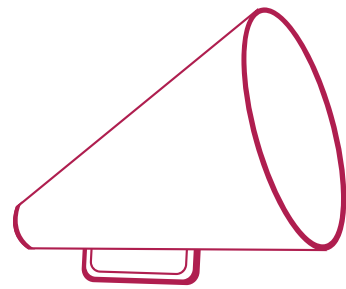
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that meet people where they are and helping them thrive.

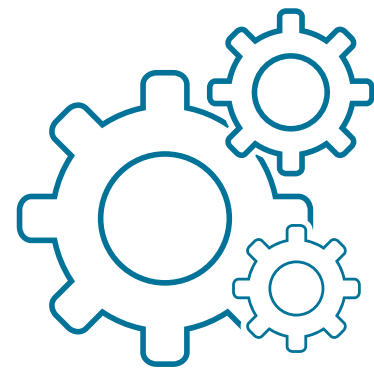
STRATEGIC INITIATIVE 1



Awareness

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

STRATEGIC INITIATIVE 2



Cohesion

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

STRATEGIC INITIATIVE 3

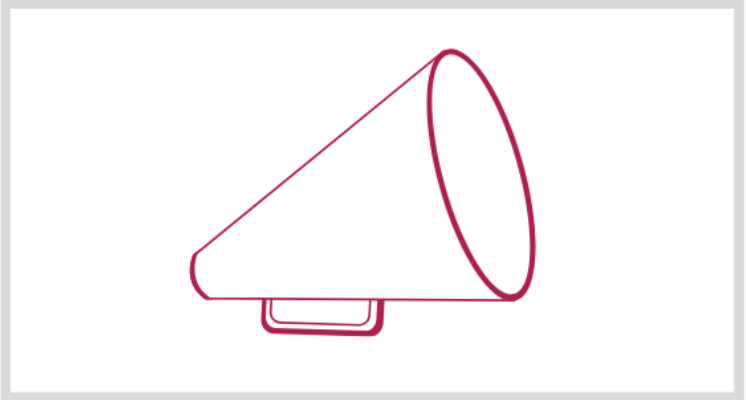


Partnerships

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

STRATEGIC PLAN 2025-2028

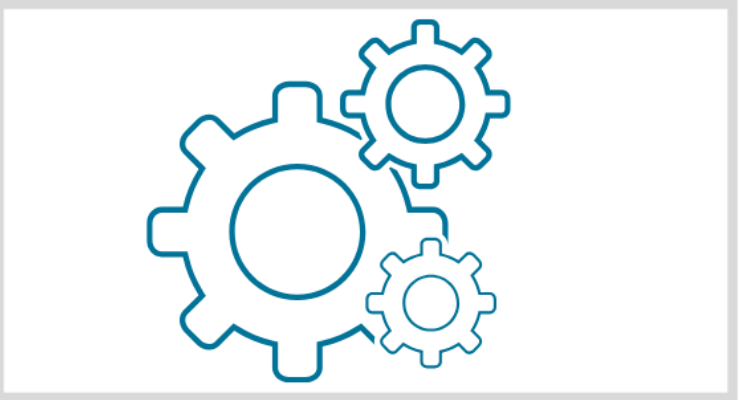
IMPROVE AWARENESS



ACTION STEPS

- ✓ Develop Messaging and Brand Identity
- ∞ Back it up with Metrics and Stories
- ∞ Invest in Outgoing Outreach
- ∞ Track Efforts and Measure Results

STRENGTHEN COHESION



ACTION STEPS

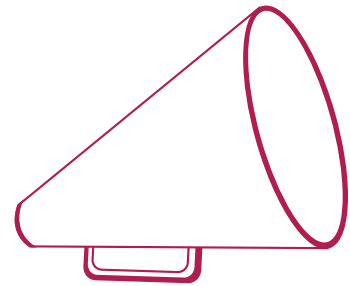
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ⚙ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

- ∞ Establish Clear Communication Channels
- ∞ Standardize Information and Processes
- ∞ Facilitate Partner Interactions



Awareness

- Collateral Materials
- Board Photos and Highlights
- Orientation/Recruitment
- Safety Initiatives
- Open and Transparent Communication
- External Newsletter
- Social Media
- Outreach



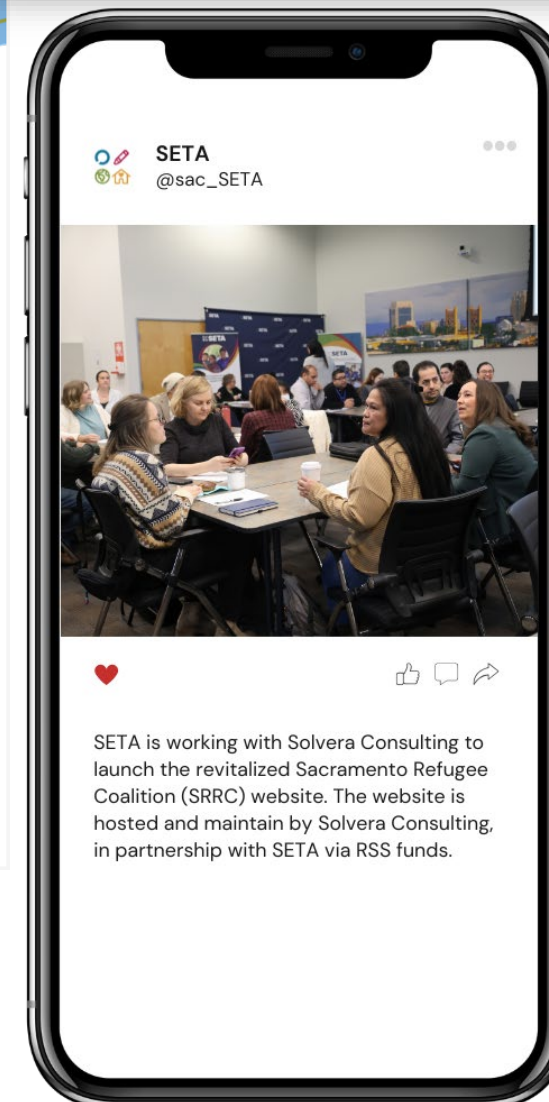
SETA Sacramento Employment & Training Agency 2025 Workers' Compensation Renewal

SETA Safety Committee Schedule for 2025		
SETA Safety Committee Meeting Date	Safety Meeting Monthly Topics	Location for Safety Committee Meeting
January 14, 2025 @ 2 PM	Slips, Trip and Falls	925 Del Paso
February 13, 2025 @ 2 PM	Defensive Driving – Safe Driving Practices	Zoom
March 11, 2025 @ 2 PM	Injury and Illness Prevention Program – OSHA Compliance	Zoom
April 10, 2025 @ 2 PM	Classroom Awareness – Trip and Fall/Child Interaction	7505 Franklin Blvd
May 13, 2025 @ 2 PM	Fire Safety	Zoom
June 12, 2025 @ 2 PM	Workplace Violence Prevention Program	Zoom
July 8, 2025 @ 2 PM	Threat Awareness Surrounding Children	8383 Florin Rd
August 14, 2025 @ 2 PM	Slips, Trip and Falls	Zoom
September 9, 2025 @ 2 PM	Workplace Violence Prevention	Zoom
October 9, 2025 @ 2 PM	Ergonomics – Proper Lifting	6015 Watt Ave #5
November 13, 2025 @ 2 PM	Emergency Action Plans	Zoom
December 11, 2025 @ 2 PM	Winter Safety & Awareness	Zoom

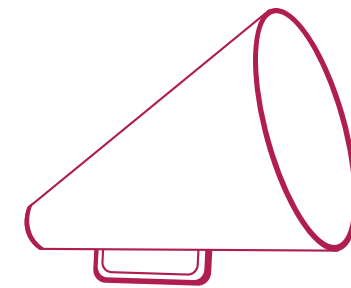
The locations other than 925 Del Paso represented 82 of the 151 Ex Mod points for the 2025 Experience Modification Factor, thus meeting will be held on premise



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Social Media

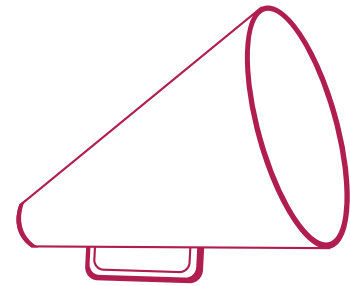


Gardenland Chicana

Alan Marroquin this event is at the SETA bldg @ 925 Del Paso Blvd right there in No Sac by the light rail...

just fyi SETA got my career kick start when I was about 17 with the CITY of Sacramento TREE Services Dept I'll be forever grateful to SETA [Sacramento Employment Training Act] back then they were incorporated @ the EDD office and very successful working with the people in placing you in the workforce FT they'll even provide training you if necessary

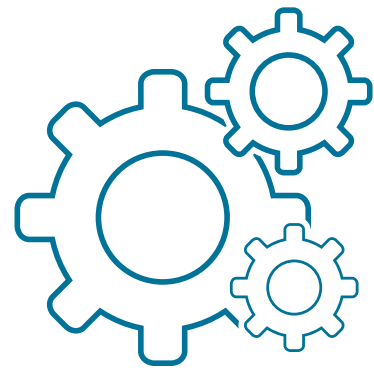
Outreach



Essential Checklist for Staff Outreach Events

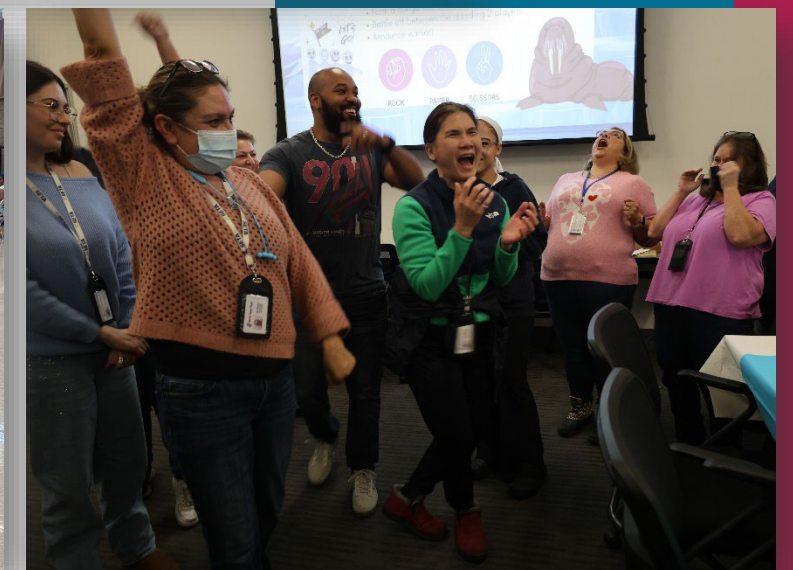
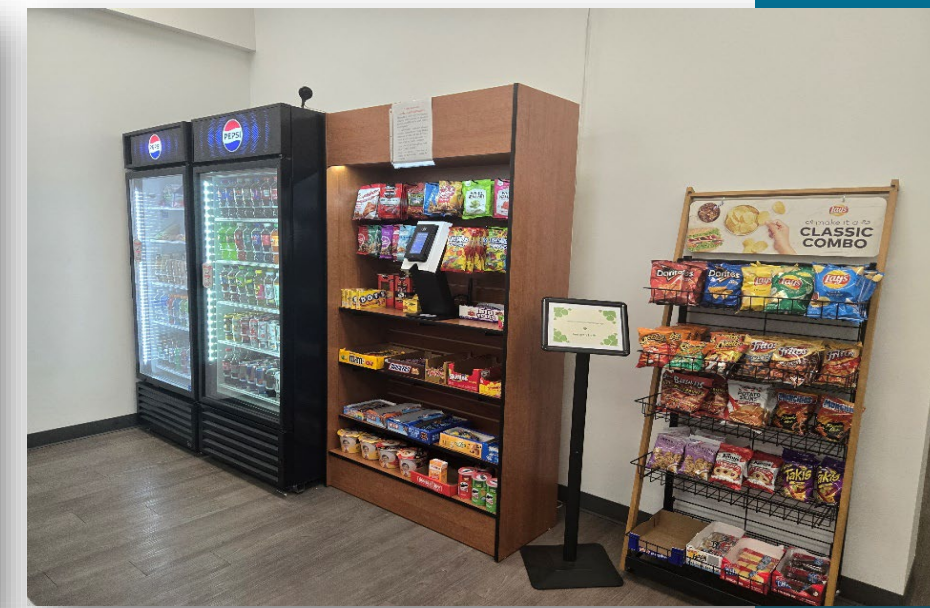
This checklist is designed to ensure staff members are fully prepared for outreach events, both internally and externally. It includes essential items and tasks to help streamline preparations and enhance the effectiveness of our outreach efforts.

Image	Item and Description	✓
	SETA Brochures <ul style="list-style-type: none">Located in KDrive -> PIO 2024-> Outreach Checklist & ItemsDon't forget at least one brochure and multi-tier flyer stand if you have one	
	3x6 Retractable Banner <ul style="list-style-type: none">Take one or both; Display front, side, or behind tableRequest from Lisa C., Bevan R., Benjamin M., Lorna D., or PIO	
	Community Newsletter Sign Up Sheet & QR Code <ul style="list-style-type: none">"This is a quarterly newsletter; filled with impactful stories, program/service updates, upcoming events. People can either scan the code to fill out Google Form or write on the sheet." Take a clipboard.	
	SETA Tablecloth <ul style="list-style-type: none">Ensure tablecloth is always centered when displayedIf the event includes multiple programs/services, take the black "SETA" one	
	Handouts from agency programs/ upcoming events <ul style="list-style-type: none">CFS Enroll Now Flyer, CSBG flyer, Job Center handoutBusiness Cards from each program and services	
	Giveaways (after we engage with them) <ul style="list-style-type: none">Stickers, Lanyards, PensTable game - Prize Wheel or Prize Drop: Request from PIO	

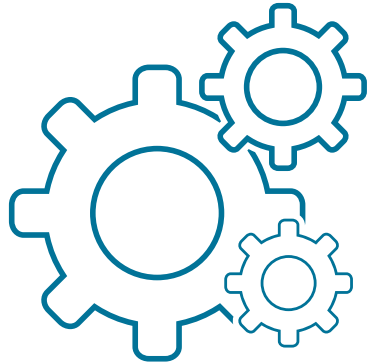


Cohesion

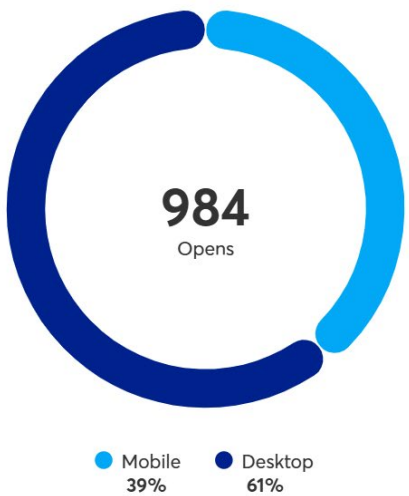
- Building Enhancements
- Vending Enhancements
- AAA Series
- Online Swag Store
- Executive Director Visits
- Morale Boosting Activities
- Foundation Funding
- Internal Newsletter



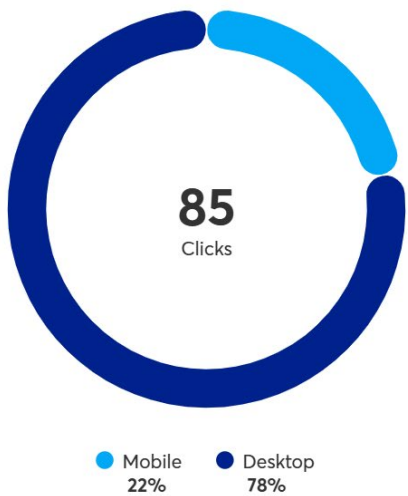
Newsletters



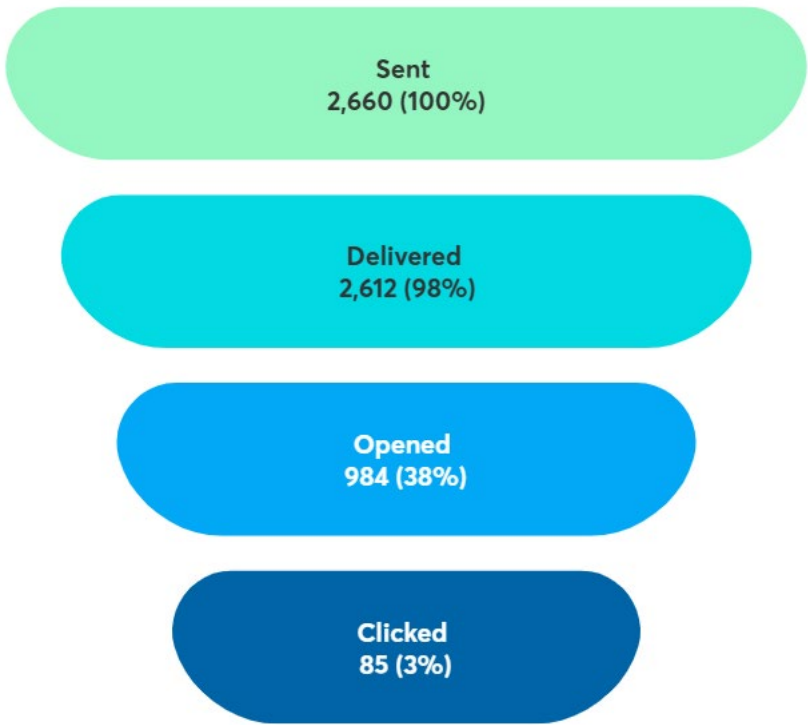
Opens by device ⓘ



Clicks by device ⓘ



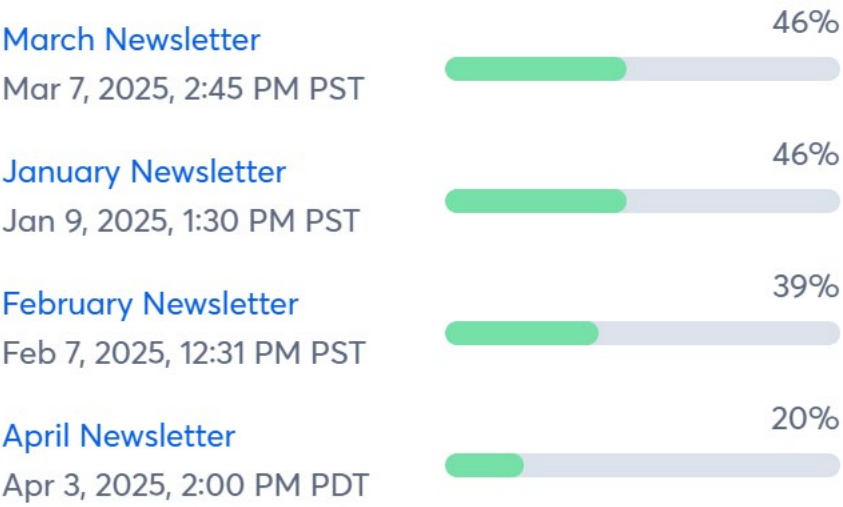
Email marketing funnel ⓘ



*Percentages are based on total emails sent

Top performing campaigns by Open Rate

Open ... ▾



"I love that it brings out a little of everything that we do in this agency."

"I love the images and the mix of agency unit updates and personal news about staff and parents. The format is attractive, excellent job!!"

"The awesome photos are worth 1,000 words."



April Newsletter

2025 | Issue #4

In This Issue

- Program & Unit Updates
- IT Updates
- Safety Committee Updates
- Additional News
- Honoring Our Longstanding Team Members
- Staff Spotlight: Life Beyond the Office
- Board Operations
- Upcoming Events

A Message From Our Executive Director: April Showers - Perseverance Through Every Storm



Dear Team,

As we welcome the month of April, we are reminded that, much like the unpredictable weather, challenges and obstacles are a part of our journey. April showers bring growth and renewal, and though they may sometimes feel overwhelming, we can trust that they are a necessary part of the process. Every storm eventually passes, and in its wake, we find the promise of brighter days ahead.

In our daily lives, we face moments of difficulty, uncertainty, and struggle, but it's important to remember that just like the flowers that bloom after the rain, we too are capable of growing and



- Executive Director Partner Visits and Feedback
 - 9/12 visits to Job Centers
 - 8/36 visits to Head Start & Early Head Start Centers
- New Partnerships
- New Funding
- Increased Support for Delegate Agencies
- Continuing Partnerships



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Budget/Planning Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report

NOTES:

C. Chair

The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

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

✓ PC Recruitment

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

NOTES:

E. Open Discussion and Comments

This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

NOTES:

F. Public Participation

Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*April, 2025

4/9/25 - EHS Homebase had a field trip to the Sacramento Zoo we prepared 200 sack lunches.
4/10/25 - Grizzly Hollow had a field trip to Galt's Library we prepared 20 sack lunches.
4/18/25 - Spinelli was closed due to the campus being closed.
4/29/25 - Preschool Homebase had a field trip to the Sacramento Zoo we prepared 200 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	32,747	31,269	31,941	3
Total Amount of Meals and Snacks Prepared				96,377
Purchases:				
Food	\$105,594.40			
Non - Food	\$9,148.83			
Building Maintenance and Repair:			\$725.42	
Janitorial & Restroom Supplies:				
Kitchen Small Wares and Equipment:				
Vehicle Maintenance and Repair:				
Vehicle Gas / Fuel:			\$2,310.51	
Normal Delivery Days			22	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

April 2025

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	222	16%	739	184	25%
Twin Rivers USD	156	44	28%	56	8	14%
Elk Grove USD	440	92	21%	NA	NA	NA
Sac City USD	676	99	15%	16	1	6%
San Juan USD	712	104	15%	96	11	11%
WCIC	100	5	5%	NA	NA	NA
COUNTY TOTAL	3448	516	15%	907	188	21%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
April 2025**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	449	0	102%	1% +
Sacramento City USD	676	647	0	96%	5% +
San Juan USD	712	685	20 (99%)	96%	0% +
SETA	1,364	1,402	0	103%	1% +
Twin Rivers USD	156	153	0	98%	0% +
WCIC/Playmate	100	102	0	102%	1% -
Total	3,448	3,438	20 (100%)	100%	1% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	147	10 (94%)	89%	5% -
SETA	739	728	0	99%	0% +
Twin Rivers USD	56	54	0	96%	6% -
SCUSD	16	14	0	88%	0% +
Total	977	943	10 (98%)	97%	1%-

- (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

- The SYNERGY registration queue is currently at 21 families. The 24-25 EGUSD Preschool Interest Form has a total of 323 recruitment, 80 registered -not certified, and 105 waitlist-certified families. Our program currently has 4 vacancies.
- Continuing to face placement challenges for families in impacted sites who want to remain on WL for their site of preference. We have offered placement at the sites with vacancies, but they have declined and prefer to wait.

Sacramento City USD

- While not exhaustive, the following key issues have been consistently observed across sites and are contributing to ongoing under-enrollment: A high proportion of families contacted require income waivers to qualify, impacting immediate eligibility.
- Some sites have fully utilized their waiting lists, limiting opportunities for rapid enrollment.
- Persistent barriers to family engagement and recruitment, including limited access to transportation, language services, and awareness of available programs.
- Site locations in zip codes with historically low enrollment rates.
- Shifts in community demographics and the presence of alternative services that may better align with current family needs.

San Juan USD

- Continued reduction of 20 Head Start slots and 10 Early Head Start slots, due to capped classroom(s).
- San Juan Unified School District has vacancies in the following positions: EHS Teacher on Special Assignment (TOSA), Secretary (EHS/ Registration).
- Construction projects for EHS will be starting at the end of May through August and many students need to be transferred to other sites so that they can continue care during the summer, causing delay in enrolling new students.
- Waitlists for Home-based programs has decreased.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 24 Education positions (Site Supervisor, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 1 Family Services Worker.

Twin Rivers USD

- The program continues to target recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (4) ECE Para Educators, (2) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC's enrollment has increased beyond 100% for the month of April.

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.
- Alternative recruitment strategies are the use of the Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children who meet our age requirements. 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 ERSEA Team actively participates in community events to promote our preschools, build relationships, and foster trust. We collaborate with the Communications Department to ensure consistent messaging and high visibility. Regular team meetings are held with documented agendas and minutes to support accountability. We prioritize ongoing communication with staff to keep them informed about enrollment, recruitment efforts, and related activities. The Early Learning & Care Team attended an enrollment event at La Familia on April 25, 2025 to promote our infant/toddler and preschool programs.

San Juan USD

- A new Eligibility Form was created to receive the most accurate information possible from interested families. Additionally, the PEL processing system was improved to create an automated response to all families interested and included helpful information for them to review.
- District wide robo-call was put out to the district and as a result 150 additional PELs were added.
- Transfers and construction planning is complete EHS numbers will continue to grow.
- AFST positions have been filled, and staff have been onboarded during April, EHS Secretary position was hired and is still being processed through Human Resources.

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal. The following positions were onboarded this month: 3 Associate Teacher's and 2 Family Services Workers.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: May Day, Heartland Community Resource Fair.

Twin Rivers USD

- The ERSEA team recruited at the following community events: TRUSD Festival of Arts, Donuts & Coffey, Multicultural Festival at Inderkum High School, Spring event at South Natomas Community Park, in addition to using revised banners at all four sites with QR code direct families to complete waitlist form online.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and submissions of recommendation of staffing for HR to hire. Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately.

WCIC/Playmate

- WCIC's staff actively distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue. Staff continues to collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts.
- In April 2025, WCIC provided 1 family with a monthly bus pass to support their transportation needs.