

## AGENDA

**Sacramento Employment and Training Agency  
CROSS-ADVISORY BOARD  
Regular Meeting**

**Wednesday      January 28, 2026,      2:00 p.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) Cross-Advisory 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, [ClerkoftheBoards@seta.net](mailto:ClerkoftheBoards@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 [ClerkoftheBoards@seta.net](mailto: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, 85304637020#US (San Jose).

Meeting ID: 853 0463 7020

Passcode: 173731

[Join instructions](#)

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](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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**Rich Desmond**  
BOARD OF SUPERVISORS  
County of Sacramento

**Eric Guerra**  
MAYOR PRO TEM  
City of Sacramento

**Patrick Kennedy**  
BOARD OF SUPERVISORS  
County of Sacramento

**Devoun Stewart**  
PUBLIC REPRESENTATIVE

**Mai Vang**  
COUNCILMEMBER  
City of Sacramento

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**Anita Maldonado, Ph. D.**  
EXECUTIVE DIRECTOR

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**CALL TO ORDER**  
**ROLL CALL**  
**Introduction of New Board Member**

<b>I.</b>	<b>CONSENT ITEMS:</b> None	
<b>II.</b>	<b>ACTION/DISCUSSION ITEMS:</b>	
	<b>A.</b> Approval of the SETA Cross-Advisory Board Bylaws (Anita Maldonado/Anzhelika Simonenkova)	3-14
	<b>B.</b> Election of Officers to the SETA Cross-Advisory Board (Anita Maldonado/Anzhelika Simonenkova)	15
	<b>C.</b> Overview of SETA Governance Structure (Anita Maldonado)	16-21
<b>III.</b>	<b>INFORMATION ITEMS:</b> None	
<b>IV.</b>	<b>STAFF REPORTS</b>	22
<b>V.</b>	<b>MEMBERS OF THE BOARD</b>	22
<b>VI.</b>	<b>PUBLIC PARTICIPATION</b>	22
<b>VII.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Thursday, January 22, 2026.

**CROSS-ADVISORY BOARD  
MEETING ATTENDANCE  
2026**

(X-present; E-excused; U-unexcused; \*special meeting)

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>1/28 2026</b>						<b># of meetings attended</b>
Abdul A. Karimi (originally appointed 9/24/25)	Partner							
Ahmad Urfanzada (originally appointed 9/24/25)	Head Start Parent Advisory Committee							
Auriel Taurone (originally appointed 9/24/25)	Partner							
Fienishia Wash (originally appointed 9/24/25)	Current or Former SETA Client							
Franschelle Brown (originally appointed 9/24/25)	Head Start Policy Council							
Frozan Nikzad (originally appointed 9/24/25)	Partner							
Graciela Garduno (originally appointed 9/26/25)	Community Action Board							
Le Andra Jones-Villalta (originally appointed 9/24/25)	Head Start Policy Council							
Lenis McCalister (originally appointed 9/24/25)	Sacramento Works Employer Outreach Committee							
Leslie Taylor (originally appointed 9/24/25)	Community Action Board							
Melissa Jacobs (originally appointed 9/24/25)	Partner							
Randi Kay Stephens (originally appointed 9/24/25)	Sacramento Works Youth Committee							

<b>Ronnie L. Cobb</b> <small>(originally appointed 9/26/25)</small>	<b>Sacramento Works, Inc. Board</b>							
<b>Tabitha Thompson</b> <small>(originally appointed 9/24/25)</small>	<b>Partner</b>							
<b>Wanda Thomas-Johnson</b> <small>(originally appointed 9/24/25)</small>	<b>Head Start Parent Advisory Committee</b>							

## **ACTION ITEM II-A**

### **Approval of the SETA Cross-Advisory Board Bylaws**

Presenter(s): Anita Maldonado/Anzhelika Simonenkova

#### **RECOMMENDATION:**

Discuss and approve the SETA Cross-Advisory Board Bylaws.

#### **BACKGROUND:**

A key item for discussion as the Agency progresses with the James Irvine Foundation initiative is the SETA Cross-Advisory Board Bylaws. These bylaws will establish the foundational framework for the Board's operations, thereby ensuring its effective and cohesive functioning in alignment with the goals of the grant. It is imperative that the Board dedicate sufficient time to thoroughly review the draft Bylaws attached, address any inquiries or concerns, and make necessary amendments. Ultimately, reaching approval of these bylaws is a crucial step toward enhancing collaboration and maintaining a well-defined organizational structure.



SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY

**CROSS-ADVISORY BOARD**  
**BYLAWS**

Approved:

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Bylaws Amendment

**Preamble:**

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and the County of Sacramento. It has been formed to administer a variety of human services programs. The Joint Powers Authority, or “SETA Governing Board”, is the policy-making body of the Agency and all items affecting the Agency must be presented to the SETA Governing Board for deliberation and final action.

The James Irvine Foundation has approved a grant to Sacramento Employment and Training Agency to build internal capacity and strengthen SETA’s capacity to serve low-wage customers through human-centered design and guidance from a Cross-Advisory Board, to be spent over 36 months.

On 21, 2025, Special Meeting, the SETA Governing Board approved the award. Subsequently, the new funding source was approved by the City of Sacramento on May 27, 2025, and by the County of Sacramento Board of Supervisors on June 3, 2025.

***The following are the goals of the grant:***

1. To increase low-wage customer participation and cohesion in decision-making across SETA’s programs.
2. To improve access and participation by low-wage workers and job seekers into SETA’s workforce programs and services.

***Objective(s)***

1. To select Cross-Advisory Board members from each of SETA’s subsidiary boards and current or previous low-wage customers from each of SETA’s programs.
2. To assign staff from each of SETA’s departments, who are subject matter experts to support the Cross-Advisory Board, conduct meetings, facilitate discussions, and develop recommendations.
3. To conduct a series of capacity-building trainings for the Cross-Advisory Board and staff, including human-centered design, leadership, and cross-training in SETA’s programs.
4. To launch a procurement strategy to select and implement a data collection solution that evaluates the effectiveness of services provided across all of SETA’s programs.

These bylaws are adopted to promote the orderly and effective conduct of meetings for the Cross-Advisory Board.

The Cross-Advisory Board bylaws must conform to the Ralph M. Brown Act. Any provision that conflicts with the Ralph M. Brown Act is invalid and unenforceable.

**Comments:**

**Membership:**

The membership of the SETA Cross-Advisory Board shall be up to 25 members and shall consist of:

- Members of the Head Start Policy Council (PC) (less than 41% of PC membership)
- Members of the Head Start Parent Advisory Committee (PAC) (less than 41% of PC membership)
- Members of the Sacramento Works, Inc. Board (SWB) (less than 50% of SWB membership)
- Members of the Community Action Board (CAB) (less than 50% of CAB membership)
- Members of the Sacramento Works Youth Committee (YC) (less than 40% of YC membership)
- Members of the Sacramento Works Employer Outreach Committee (EOC) (less than 40% of EOC membership)
- Six (6) current or previous SETA clients
- Five (5) partner representatives

**Option 1:**

Each member of the Cross-Advisory Board shall have one Alternate who qualifies to serve on the Board under the same membership category as the Representative.

**Option 2:**

There are no Alternates allowed.

**Term of Office:**

Each member shall hold office for the duration of the grant.

**Other Options?****Attendance:**

It is each member's responsibility to attend all Cross-Advisory Board scheduled meetings and adhere to the Cross-Advisory Board Code of Conduct (Attachment 1). If a member is unable to attend a meeting, the Clerk of the Boards must be notified at the earliest convenience and at least 24 hours before the meeting. Three unexcused absences may result in removal from the Board.

Updated contact information, including mailing address, email address, and phone number, should be submitted to the Clerk of the Boards within ten (10) calendar days of the change.

**Comments:**

**Removal:**

The following are causes of the removal from the Cross-Advisory Board:

- Significant violation of the Cross-Advisory Board Code of Conduct (Attachment 1)
- Ceasing to maintain membership qualification under any available category
- Three unexcused absences or five excused absences

**Option 1:**

Removals are automatic. Removed members to be notified by email and/or mail.

**Option 2:**

Removals are automatic, except in cases of significant violation of the Cross-Advisory Board Code of Conduct (Attachment 1). In such an instance, the Executive Committee (if one has been formed) will make the decision to remove by a majority vote of its members. Removed members to be notified by email and/or mail.

**Meetings:**

Except as explicitly stated otherwise, Robert's Rules of Order shall govern the procedures for all meetings of the Cross-Advisory Board.

In accordance with the Ralph M. Brown Act, **Regular Meetings** are defined as meetings held at a regular time and place. Notice of regular meetings shall be provided to Board members five (5) calendar days prior to the regular meeting or at least 72 hours in advance. This notice must include the time and location, a brief description of each action/discussion item, and be distributed to those who request hard copies by mail. Additionally, the notice must be posted at the meeting location and on the Agency's website. The public must have an opportunity to comment on any agenda action item.

**Option 1:**

Regular meetings of the Cross-Advisory Board shall be held on the [DAY] of every other month at [TIME], at the SETA Board Room, commencing in February of each calendar year.

**Option 2:**

Regular meetings of the Cross-Advisory Board shall be held on the [DAY] of each quarter at [TIME], at the SETA Board Room, commencing in February of each calendar year.

**Comments:**

**Special Meetings** are defined as meetings scheduled outside of the regular meetings to address specific, urgent, or time-sensitive issues. Notice for special meetings must be provided to Board members at least 24 hours in advance and must include the time and location, along with a brief description of each action/discussion item. Discussions are strictly limited to agenda items, and the public must have an opportunity to comment on any agenda action item. This notice must also be posted in a physical location and on the Agency's website. While staff will attempt to provide hard copies to those who request them, the inability to do so will not prevent the special meeting from occurring or the actions from being taken.

*Optionally add:*

If a special meeting is called because a regular meeting has been canceled or because a quorum was unavailable at a regular meeting, any matter that could properly have been considered at the regular meeting may also be addressed at the special meeting.

**Emergency Meetings** are defined as occurring during drastic circumstances, such as work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board. Emergency meetings do not require advance notice.

Meeting notices for regular and special meetings must also include information for virtual public participation.

### **Cancellation of Meetings**

The Executive Director of SETA, or the Cross-Advisory Executive Committee (if one is established), has the authority to cancel any Board meeting. A cancellation notice must be sent to all Board members at least 24 hours prior to the scheduled meeting.

### **Quorum**

*Option 1:*

A quorum of the Cross-Advisory Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate (if alternates are deemed allowable) in the absence of a member shall be counted in determining a quorum. Any action of the Cross-Advisory Board must have a vote of a majority of the members present at any meeting at which there is a quorum. Voting members of the Cross-Advisory Board must be present in person to vote on action items and to be counted toward a quorum.

*Option 2:*

A quorum of the Cross-Advisory Board members shall consist of [PERCENT, BUT NOT LESS THAN 30%] of the non-vacant seats. Attendance by an alternate (if alternates are deemed allowable) in the absence of a member shall be counted in determining a quorum. Any action of the Cross-Advisory Board must have a vote of a majority of the members present at any meeting at which there is a quorum. Voting members of the Cross-Advisory Board must be present in person to vote on action items and to be counted toward a quorum.

### **Comments:**

### ***Conduct of Meetings***

All meetings of the Cross-Advisory Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 5495, et. seq.

All actions of the Board shall be taken by motion made and duly seconded. Each member is entitled to one (1) vote on each matter submitted to a vote. Voting at duly held meetings shall be by roll call, and the Clerk of the Board shall call the roll and record each vote in the meeting minutes.

Meetings of the Cross-Advisory Board shall be presided over by the Chairperson, or, in the Chairperson's absence, by the Vice Chairperson, or in the absence of both, by a Chairperson Pro Tem chosen by a majority of the members present.

### ***Conflict of Interest***

Each member and its Alternate (if permitted) must file an "Initial Statement of Economic Interest" or a continuing "Statement of Economic Interest" in accordance with the applicable provision of the Conflict of Interest Code of the Sacramento Employment and Training Agency.

All members of the Cross-Advisory Board, along with their Alternates (if permitted), must avoid any personal financial conflicts of interest, as well as the appearance of such conflicts. In cases of conflict, the member or Alternate must abstain from participating in any discussions, voting, or deliberations related to the matter in question.

### ***Meeting Minutes***

The Clerk of the Board prepares the draft meeting minutes. Minutes are approved at the next regular meeting. The only proper objection to a draft of the minutes is to propose a correction. Members may participate in the approval of minutes even if they were absent from that specific meeting, as approval signifies confidence in the records, not eyewitness testimony.

### ***Committee Meetings***

All meetings of the Cross-Advisory Board committees shall be conducted in accordance with these bylaws.

### ***Comments:***

## **Compensation and Reimbursement**

Members of the Cross-Advisory Board are entitled to receive \$60 in compensation for attending each meeting, contingent upon adherence to the Cross-Advisory Board Code of Conduct (Attachment 1). Additionally, each member will be reimbursed for reasonable expenses, including mileage. The SETA Executive Director will determine whether the expenses are reasonable and in compliance with the provisions of the grant.

Each Cross-Advisory Board member has the option to accept or decline compensation and/or reimbursement for meeting attendance and reasonable expenses.

## **Ethics Training**

Effective January 1, 2006, state law (Assembly Bill 1234) requires that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. This requirement applies to all SETA Board/Committee members. Completion of an online course through the Fair Political Practices Commission will satisfy this requirement. The Clerk of the Board shall provide instructions and a link to the Fair Political Practices Commission online course shortly after the member's appointment. The members of the Cross-Advisory Board and their Alternates (if permitted) shall complete the training and submit signed copy of completion certificate to the Clerk of the Boards within one (1) month after receiving the link.

## **Officers**

The members of the Board shall elect the officers of the Cross-Advisory Board at its February meeting annually and shall consist of a Chair and a Vice Chair. All Cross-Advisory Board members are eligible to run for an office/officer position. No member shall hold more than one (1) office at a time. Each officer shall serve until new officers are elected. A vacancy occurring in any office of the Cross-Advisory Board shall be filled promptly by the Board. No alternate representatives may serve as an officer of the Cross-Advisory Board. The duties of the officers shall be prescribed in these bylaws and shall include such other duties as may be established by the Cross-Advisory Board.

## **Chairperson**

The Chair shall be the presiding officer of the Cross-Advisory Board and of the Executive Committee (if one gets established), maintain orderly procedure in accordance with these bylaws, and decide questions of procedure, subject to appeal to the full Board and Subject Matter Experts assigned to the Board, including those that are not explicitly covered by these bylaws. 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. Any member of the Board who desires to speak shall first be recognized by the Chair. The Chair shall be an ex officio member of all other Cross-Advisory Board committees and shall represent the Cross-Advisory Board at the SETA Governing Board meetings.

## **Comments:**

### ***Vice Chairperson***

The Vice Chair shall perform duties and exercise authority and powers of the Cross-Advisory Board as assigned or delegated by the Chair. In the Chair's absence, the Vice Chair will assume all responsibilities of the Chair.

#### *Option 1:*

The Vice Chair shall assume the position of Chair if the seat of Chair is vacated. An election for Vice Chair shall be held at the next regular meeting. 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 elected Chair Pro Tem shall preside over the election in this event.

#### *Option 2:*

If the Chair position becomes vacant, a new Chair shall be elected during the next regularly scheduled meeting. The Vice Chair may be nominated for the Chair position. If the Vice Chair is elected as Chair, the Board shall then hold an election for a new Vice Chair.

### **Committees**

#### ***Standing Committees***

##### *Option 1:*

The Executive Committee shall be presided over by the Board Chairperson. It shall include the Chairperson, Vice Chairperson, the Chairperson of any active ad hoc committee, and up to two (2) At-Large members appointed by the Chairperson and confirmed by the Board.

The Executive Committee is responsible for reviewing and setting the agenda for each regular meeting of the Cross-Advisory Board. All actions, except for canceling a Board meeting, taken by the Executive Committee must be ratified by the Cross-Advisory Board at its next meeting.

##### *Option 2:*

The Executive Committee meeting may be convened by either the Chairperson of the Cross-Advisory Board or the SETA Executive Director in the event of urgent matters that arise between Board meetings. All actions taken by the Executive Committee, except for the cancellation of a Board meeting, must be ratified by the Cross-Advisory Board at its next meeting. The Executive Committee will consist of the Officers of the Cross-Advisory Board and the Chairperson of any active ad hoc committee.

#### **Comments:**

### ***Special Committees***

There shall be such special committees, called ad hoc committees, as the Cross-Advisory Board or the Chair may establish from time to time. Members of ad hoc committees shall be appointed by the Chair, subject to appeal to the Board. The ad hoc committee shall cease to exist upon completion of its assignment and submission of a final report to the Board. Ad hoc committees are distinct from standing committees, which operate continuously.

### **Bylaws Amendment**

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any meeting at which there is a quorum. Notice of the intent to amend these Bylaws shall be provided to the members of the Cross-Advisory Board at least five (5) calendar days prior to the meeting when voting is to take place. Such notice shall comply with all additional applicable posting rules.

## Cross-Advisory Board Code of Conduct

### **I. Dress code policy**

All Cross-Advisory Board are expected to wear professional clothing when representing SETA in their cross advisory capacity. Wearing the SETA provided polo shirt is acceptable.

### **II. Drug Free Workplace**

SETA is a drug free workplace. Unlawful, manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited.

### **III. Professional Behavior**

All Cross-Advisory Board members are to conduct themselves in a professional manner when representing SETA in a cross-advisory capacity. Loud, raucous, profanity, belligerent words, tone, or body language will not be tolerated. Exhibiting non-professional behavior may be cause for removal from the board.

### **IV. Attendance**

All Cross-Advisory Board members are expected to attend all scheduled meetings. Prior notification is required to receive an excused absence. Three unexcused absences may be cause for removal from the board. There are to be no children under five in attendance.

### **V. Punctuality**

Members shall arrive no more than 15 minutes after the scheduled start time of the meeting and shall keep the Clerk of the Boards informed. It is expected that all members will remain for the entire duration of the meeting. The Clerk of the Boards will monitor and document members' arrival times once the meeting commences.

### **VI. Participation**

All Cross-Advisory Board members are required to fully participate in all attended events. Members are to arrive on time, be fully engaged and prepared to contribute to the event.

### **VII. Stipends**

Stipends will be provided to those board members in compliance with this Code of Conduct policy.

**ACTION ITEM II-B**  
**Election of Officers to the SETA Cross-Advisory Board**

Presenter(s): Anita Maldonado/Anzhelika Simonenkova

**RECOMMENDATION:**

Upon approval of the SETA Cross-Advisory Board Bylaws, conduct an election to select a Cross-Advisory Board Chair and Vice Chair.

**BACKGROUND:**

This item provides the SETA Cross-Advisory Board with the opportunity to elect its Chair and Vice Chair officers in accordance with the approved Bylaws.

**ACTION ITEM II-C**  
**Overview of SETA Governance Structure**

Presenter(s): Anita Maldonado

**RECOMMENDATION:**

Overview and discuss the SETA's governing structure.

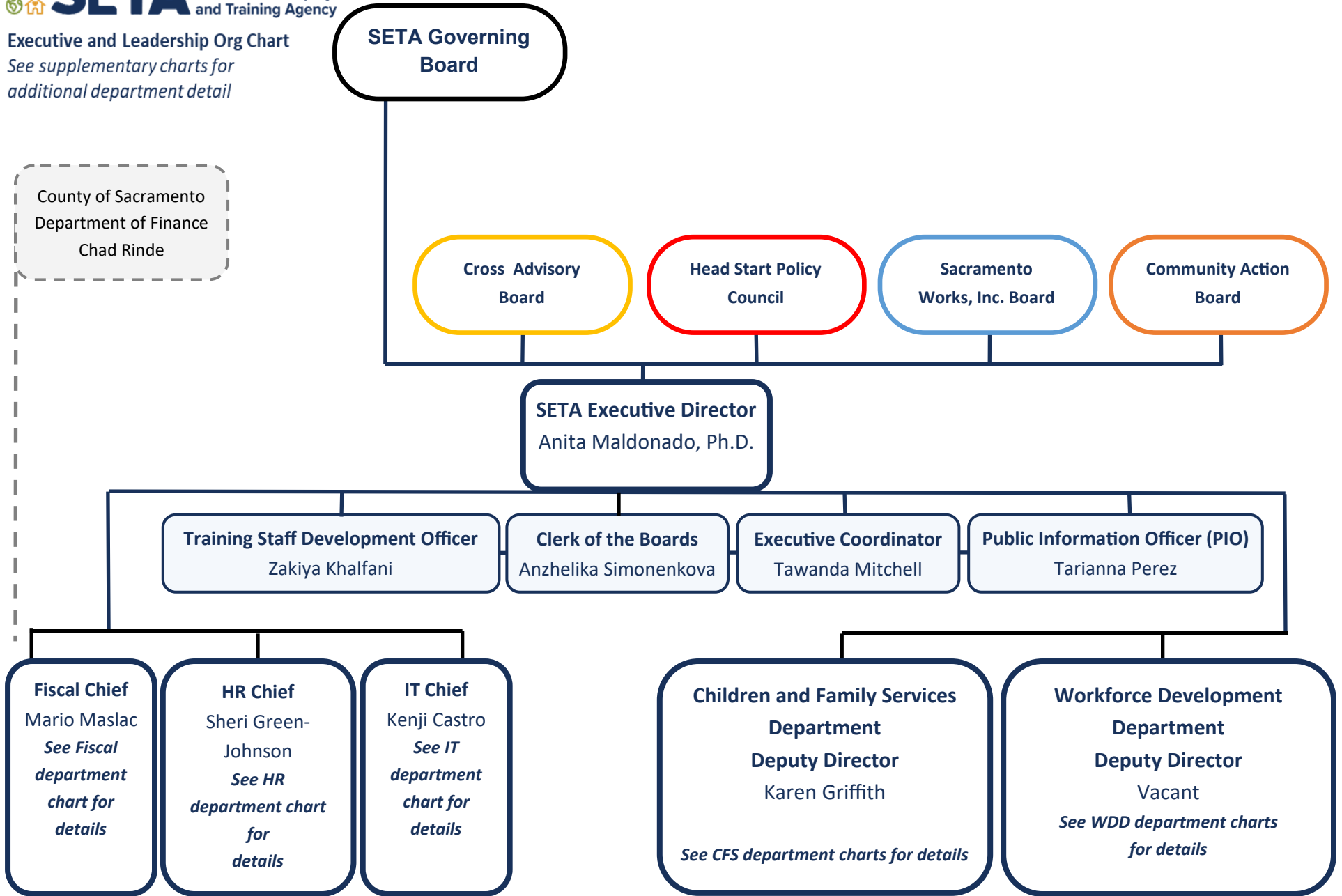
**BACKGROUND:**

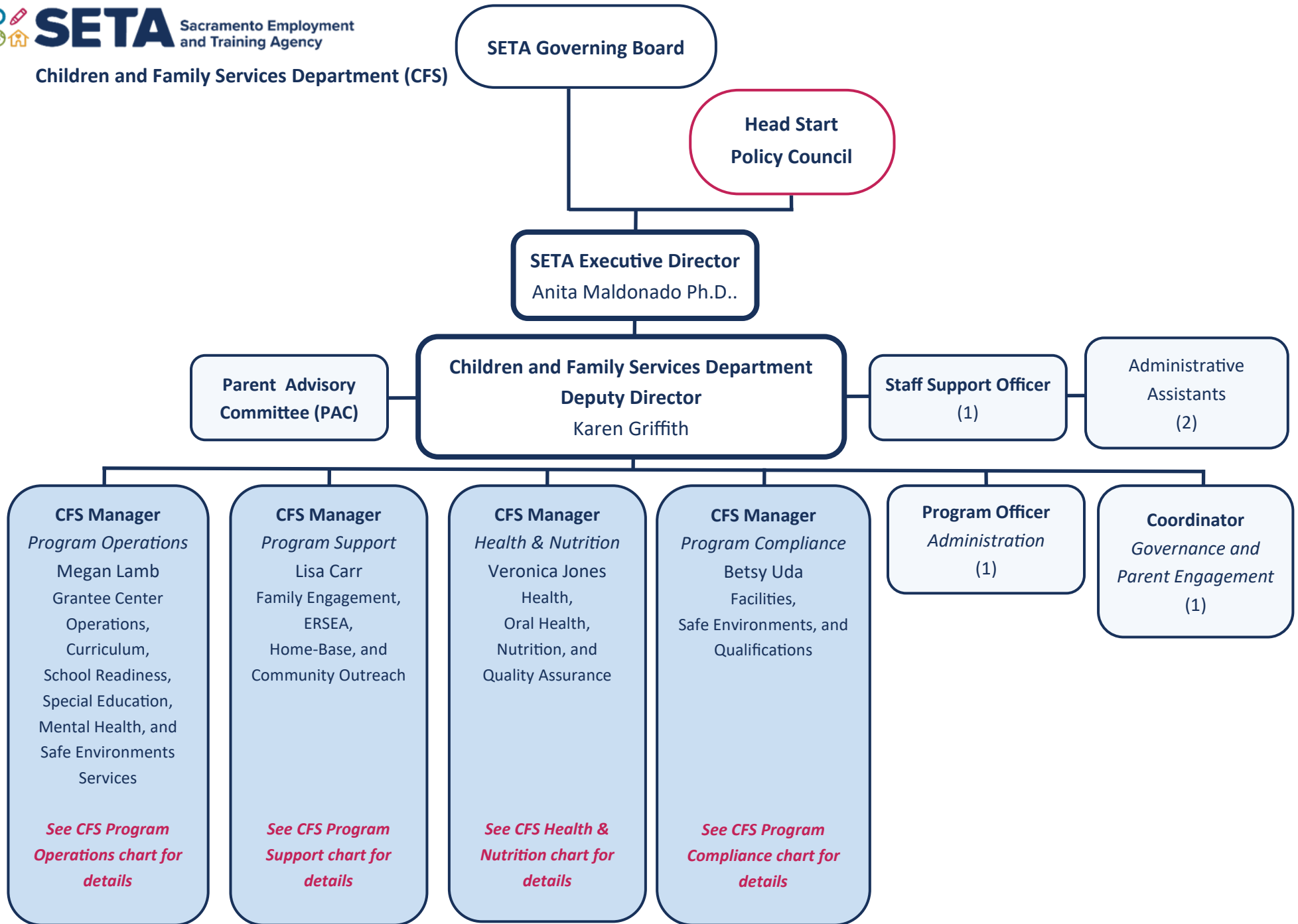
The Sacramento Employment and Training Agency (SETA) operate as a Joint Powers Agency and has a complex, multi-layered governance structure. It includes several Boards and Committees that work collaboratively to oversee the Agency's operations.

This agenda item provides the SETA Executive Director with an opportunity to present an overview of SETA's governance structure, including the roles and responsibilities of the Boards and the various Committees. The discussion will also highlight the function and importance of the Cross-Advisory Board within this structure.

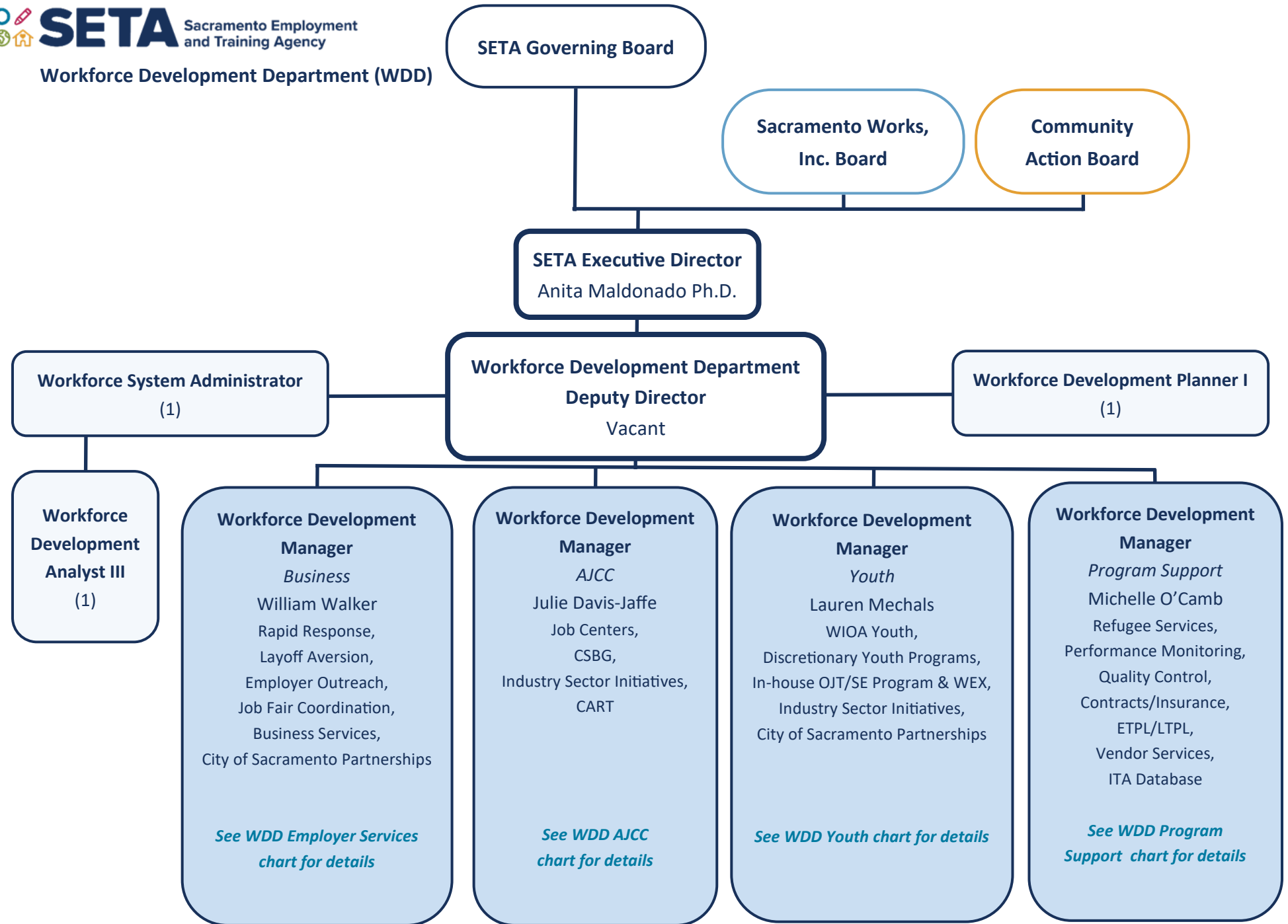
**Executive and Leadership Org Chart**  
See supplementary charts for additional department detail

County of Sacramento  
Department of Finance  
Chad Rinde

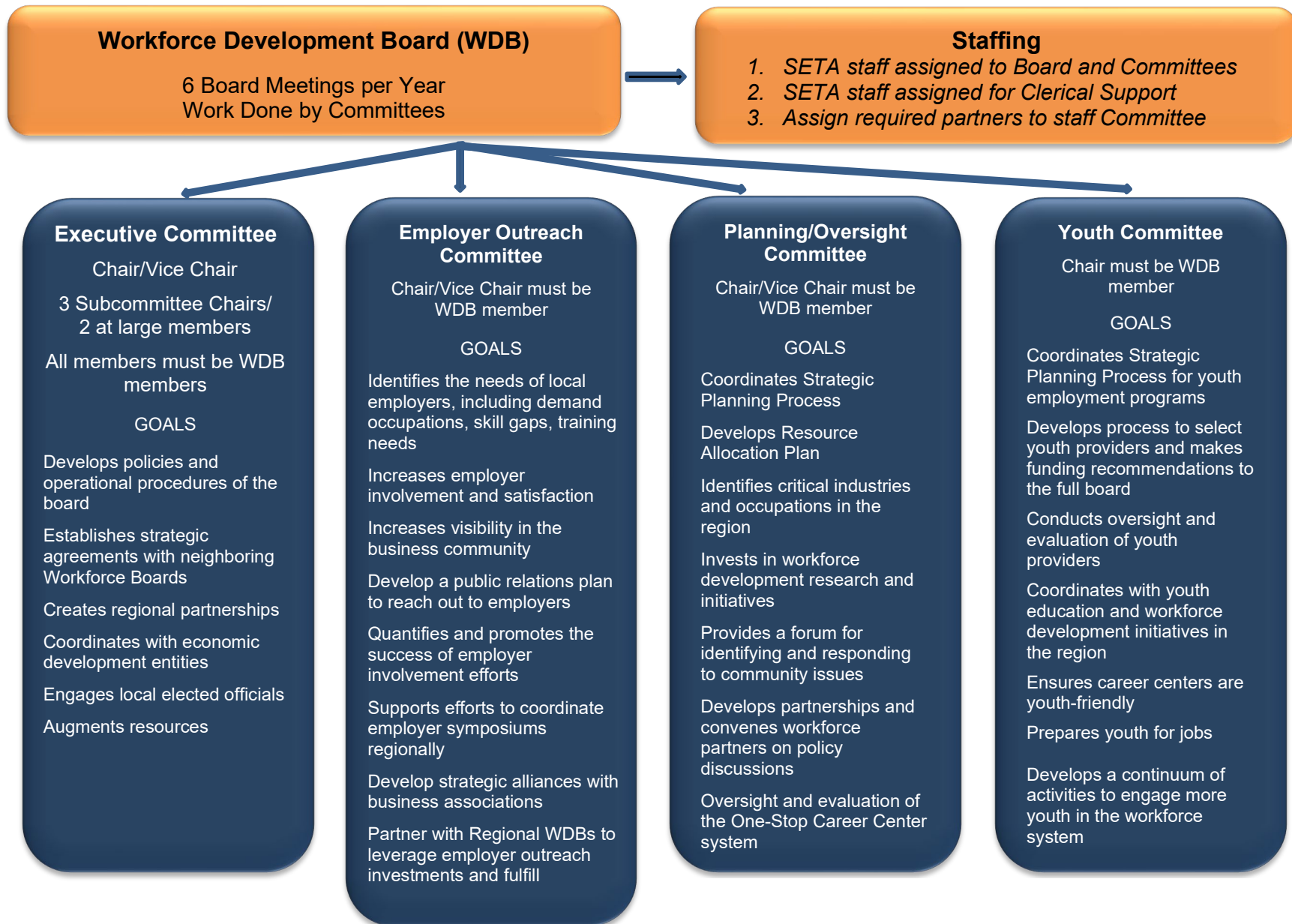




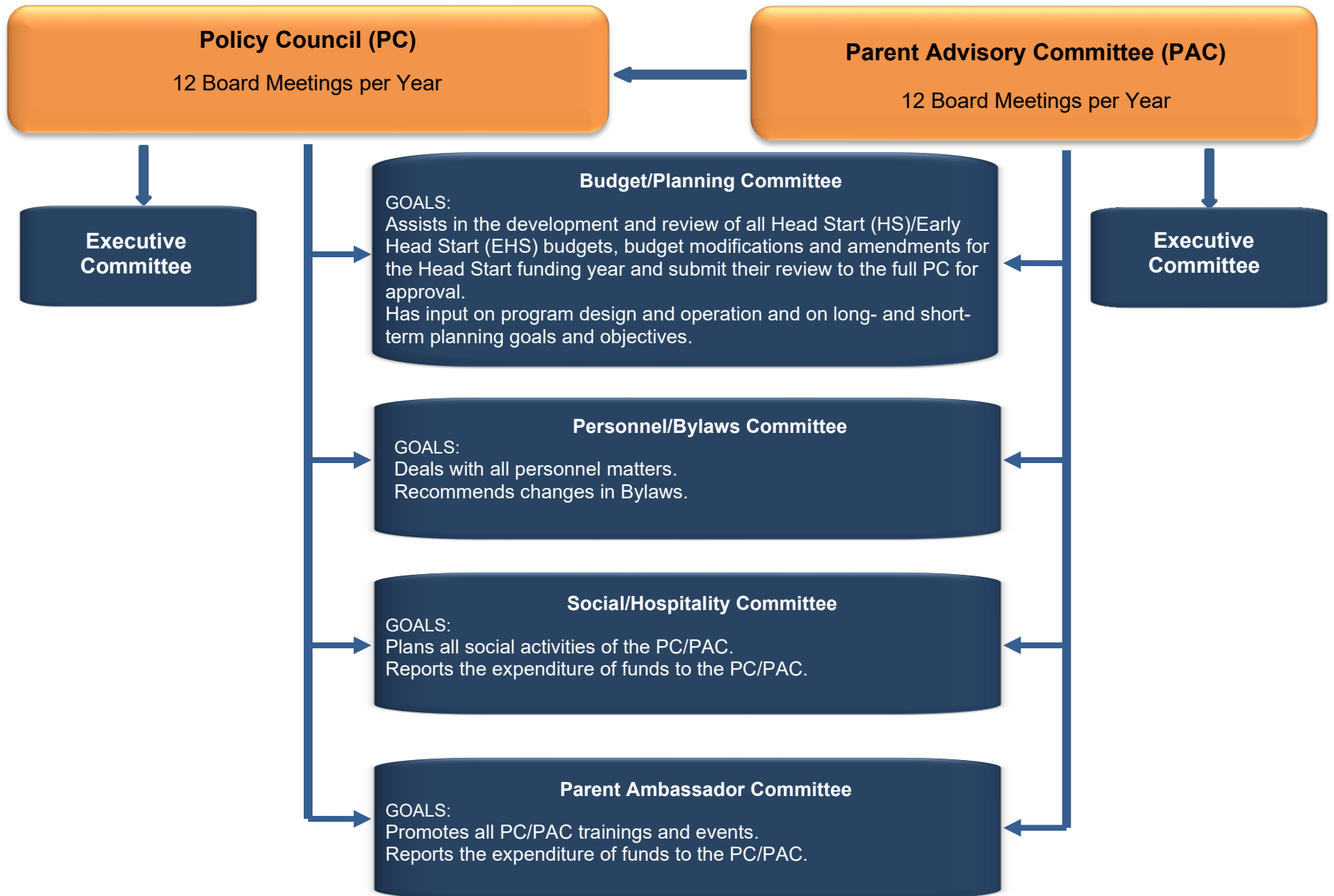
**Workforce Development Department (WDD)**



# Sacramento Works, Inc. Board Structure



# Head Start Policy Council Structure



#### **STAFF REPORTS ITEM IV**

This item provides an opportunity for SETA staff to provide oral reports on topics not included in the agenda packet.

#### **MEMBERS OF THE BOARD ITEM V**

This item provides the opportunity for SETA Cross-Advisory Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

#### **PUBLIC PARTICIPATION ITEM VI**

Public participation at SETA Cross-Advisory Board meetings is encouraged. Members of the public are asked to complete a speaker card and submit it to the Clerk of the Boards prior to providing their comments. The Clerk of the Boards will then call upon each speaker in the order in which it is their turn to address the Board.