

AGENDA

Sacramento Employment and Training Agency CROSS-ADVISORY BOARD Regular Meeting

Friday February 20, 2026, 11:30 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) 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. 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. 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, 89554164117#US (San Jose).

Meeting ID: 895 5416 4117

Passcode: 172991

[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.

GOVERNING BOARD

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

Anita Maldonado, Ph. D.
EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
Introduction of New Board Member

I.	CONSENT ITEMS:	
	A. Approval of January 28, 2026, Regular Meeting Minutes	1-13
II.	PRESENTATIONS:	
	A. Meeting Management Training (Zakiya Khalfani)	
	B. Workforce Development Department Training – Job Center Operations (Julie Davis-Jaffe and Jessica Medina)	
III.	ACTION/DISCUSSION ITEMS:	
	A. Discussion on the Identity and Direction of the Cross-Advisory Board (Pam Moore and Zakiya Khalfani)	14
IV.	INFORMATION ITEMS:	
	A. Annual Strategic Plan Report (Anita Maldonado)	15
V.	STAFF REPORTS	
VI.	MEMBERS OF THE BOARD	
VII.	PUBLIC PARTICIPATION	
VIII.	ADJOURNMENT	

DISTRIBUTION DATE: Friday, February 13, 2026.

**CROSS-ADVISORY BOARD
MEETING ATTENDANCE
2026**

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

BOARD MEMBER	Represented Sector	1/28 2026	2/20/ 2026	4/17/ 2026	6/19/ 2026	8/21/ 2026	10/16 /2026	12/18/ 2026	# of meetings attended
Abdul A. Karimi (originally appointed 9/24/25)	Partner	U							
Ahmad Urfanzada (originally appointed 9/24/25)	Head Start Parent Advisory Committee	X							
Auriel Taurone (originally appointed 9/24/25)	Partner	X							
Fienishia Wash (originally appointed 9/24/25)	Current or Former SETA Client	X							
Franschelle Brown (originally appointed 9/24/25)	Head Start Policy Council	X							
Frozan Nikzad (originally appointed 9/24/25)	Partner	X							
Graciela Garduno (originally appointed 9/26/25)	Community Action Board	X							
Le Andra Jones-Villalta (originally appointed 9/24/25)	Head Start Policy Council	X							
Lenis McCalister (originally appointed 9/24/25)	Sacramento Works Employer Outreach Committee	X							
Leslie Taylor (originally appointed 9/24/25)	Community Action Board	X							
Melissa Jacobs (originally appointed 9/24/25)	Partner	X							
Randi Kay Stephens (originally appointed 9/24/25)	Sacramento Works Youth Committee	E							

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

CONSENT ITEM I-A
Approval of January 28, 2026, Regular Meeting Minutes

RECOMMENDATION:

Review, make any necessary corrections, and approve the minutes.

BACKGROUND:

Attached are the minutes of January 28, 2026, Regular Board meeting.

MINUTES/SYNOPSIS

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

CALL TO ORDER

ROLL CALL

Introduction of New Members

The meeting was called to order at 2:10 p.m. The roll was called and a quorum was established.

Present: Ahmad Urfanzada, Auriel Taurone, Frozan Nikzad, Lenis McCalister, Leslie Taylor, Melissa Jacobs, Wanda Thomas-Johnson, Fienishia Wash (*arrived and seated at 2:12 p.m.*), Le Andra Jones-Villalta (*arrived and seated at 2:29 p.m.*), Graciela Garduno (*left at 2:43 p.m.*), Franschelle Brown (*arrived and seated at 3:07 p.m.*).

Absent: Abdul Karimi, Tabitha Thompson. Ronnie Cobb, Randi Kay Stephens.

Others: Anita Maldonado, Anzhelika Simonenkova, Zakiya Khalfani, Beatriz Ramirez, Lorna Devine, Kelly Erickson, Sheri Green-Johnson, Gaylon Ndiaye, Kenji Castro, Pamela Moore.

I. **CONSENT ITEM:** None

II. **ACTION/DISCUSSION ITEMS:**

A. Approval of the SETA Cross-Advisory Board Bylaws

Ms. Maldonado and Ms. Simonenkova reviewed the item and held a discussion with the Board to finalize the bylaws. Approved bylaws are attached to these minutes.

Ms. Wash arrived and was seated at 2:12 p.m.

Ms. Jones-Villalta arrived and was seated at 2:29 p.m.

Ms. Garduno left the meeting at 2:43 p.m.

Moved/Taylor, second/Taurone, to approve the SETA Cross-Advisory Board bylaws.

Roll call vote:

Aye: 9 (Urfanzada, Taurone, Wash, Nikzad, Jones-Villalta, McCalister, Taylor, Jacobs, Thomas-Johnson)

Nay: 0

Abstention: 0

Absent: 6 (Karimi, Stephens, Thompson, Cobb, Brown, Garduno)

B. Election of Officers to the SETA Cross-Advisory Board

Ms. Maldonado and Ms. Simonenkova reviewed the item.

Ms. Thomas-Johnson nominated Ms. Taylor for a Chair position. There were no other nominations at this time.

Ms. Jones-Villalta nominated herself for a Vice Chair position. There were no other nominations at this time.

Moved/Jacobs, second/Taurone, to elect Ms. Taylor as Chair and Ms. Jones-Villalta as Vice Chair to the SETA Cross-Advisory Board.

Roll call vote:

Aye: 9 (Urfanzada, Taurone, Wash, Nikzad, Jones-Villalta, McCalister, Taylor, Jacobs, Thomas-Johnson)

Nay: 0

Abstention: 0

Absent: 6 (Karimi, Stephens, Thompson, Cobb, Brown, Garduno)

C. Overview of SETA Governance Structure

The video “Why We Are Here?” was shown to the Board.

Ms. Maldonado provided an overview of the SETA Governance structure and discussed the organizational charts provided in the agenda packet. Representatives of other Boards and subject-matter experts present shared highlights of their respective Boards.

Ms. Brown arrived and was seated at 3:07 p.m.

Ms. Maldonado proposed two tracks for future meetings: an internal training track led by subject-matter experts and an external training track facilitated by the SETA Staff Development and Training Officer and/or external trainers. A Mentimeter survey QR code was provided to the group to gather input on potential topics for future meetings; the results are attached to these minutes.

It was mentioned that all of the SETA Board and Committee meetings are open to the public and the Zoom link is available to join online. The members were encouraged to attend the other Board and Committee meetings remotely or in person.

III. INFORMATION ITEMS: None

IV. STAFF REPORTS:

Members who need to complete their Ethics Training were provided with written instructions and encouraged to submit their certificates of completion by the next Board meeting.

Members had the option to receive hard copies of future Board packets by mail before the meetings, in addition to receiving emails with a link to the posted agenda packet. The names of those who preferred this option were recorded.

As a follow-up to this meeting, and per members’ request, the following items will be provided: the approved bylaws, the membership roster, and the annual meeting schedule.

- V. **MEMBERS OF THE BOARD:** None
- VI. **PUBLIC PARTICIPATION:** None
- V. **ADJOURNMENT:** The meeting adjourned at 3:52 p.m.

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



SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY

CROSS-ADVISORY BOARD
BYLAWS

Approved: 01/28/2026

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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 April 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.

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

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.

Term of Office:

Each member shall hold office for the duration of the grant, ending June 18, 2028.

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 (3) 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.

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 (3) unexcused absences

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 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.

Regular meetings of the Cross-Advisory Board shall be held on the third (3rd) Friday of every other month at 11:30 a.m., at the SETA Board Room, commencing in February of each calendar year.

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.

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, 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

A quorum of the Cross-Advisory Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate 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.

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 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, 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.

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 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, 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.

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.

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.

Committees

Standing Committees

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 shall consist of the Officers of the Cross-Advisory Board and the Chairperson of any active ad hoc committee.

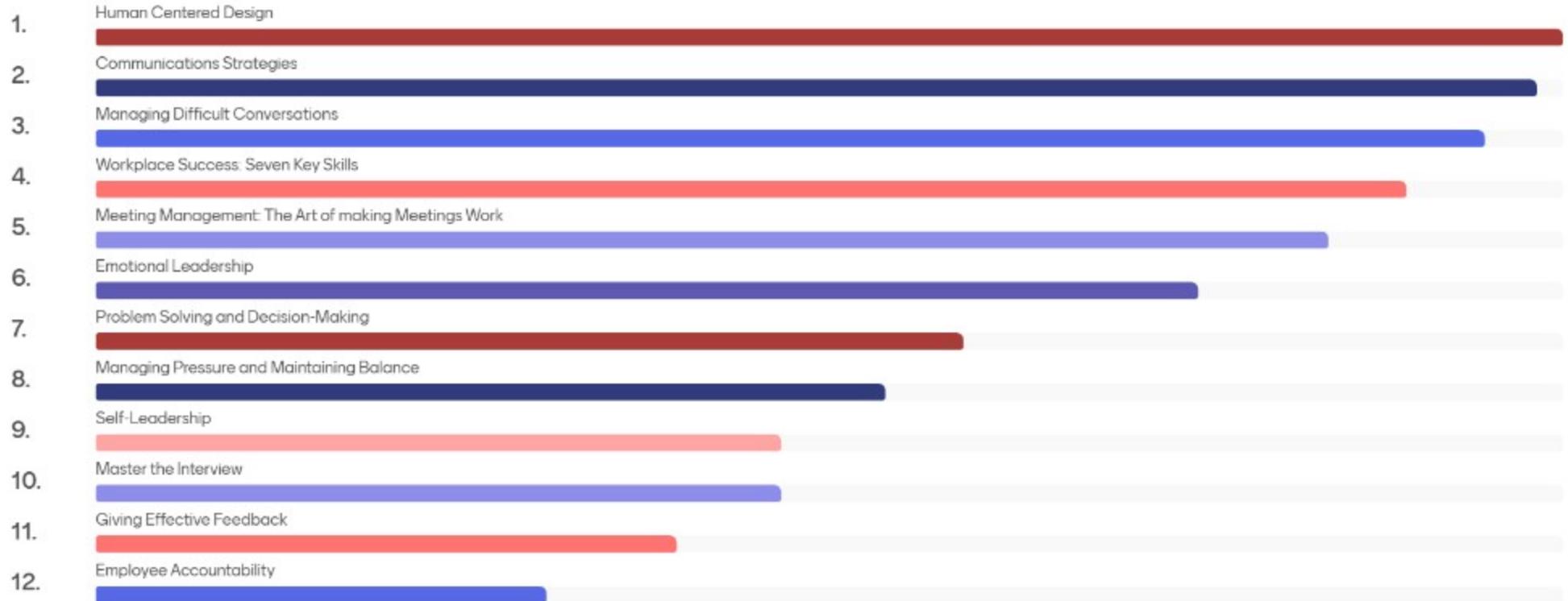
Special Committees

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.

Rank your preferred training topic (Drag by your preferred order)



ACTION/DISCUSSION ITEM III-A

Discussion on the Identity and Direction of the SETA Cross-Advisory Board

Presenter(s): Pam Moore and Zakiya Khalfani

RECOMMENDATION:

Discuss, identify, and select Agency-wide areas of focus for alignment, integration, coordination, streamlining, or other significant improvements and take appropriate action.

BACKGROUND:

The SETA Cross-Advisory Board aims to enhance alignment and collaboration across programs, services, and functions, while also increasing participation from both customers and staff in the Agency's decision-making processes.

This item provides the Board with an opportunity to discuss, identify, and select Agency-wide areas of focus for alignment, integration, coordination, streamlining, or other significant improvements.

INFORMATION ITEM IV-A
Annual Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

This item allows the Executive Director to provide the Annual Strategic Plan Report to the Board.