

AGENDA

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

PUBLIC COMMENT PROCEDURES

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

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

In-Person Public Comment

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

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 89970470542# US (San Jose).

Meeting ID: 899 7047 0542

Passcode: 132828

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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.

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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

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:

- *Jeena Lewis*, Head Start Teacher (25 years)
- *Laura Moore*, Head Start Coordinator (Education) (Supervisory) (20 years)

I. CONSENT ITEMS:

- | | | |
|-----------|---|-----|
| A. | Approval of Minutes of the March 6, 2025 Regular Board Meeting
(Anita Maldonado) | 1-6 |
| B. | Approval of Claims and Warrants (Anita Maldonado) | 7 |

II. ACTION ITEMS:

A. General Administration

- | | | |
|----|---|-------|
| 1. | Timed Item 9:00 A.M. and Public Hearing
Approval of Changes to the SETA Personnel Policies
(Bevan Richardson/Sheri Green-Johnson) | 8-14 |
| 2. | Approval to Adjust Zones in the Broadband/Performance
Management Policy (Mario Maslac) | 15-16 |
| 3. | Approval to Extend Audit Services Agreement for Fiscal Year Ending
June 30, 2025, and Authorize the Executive Director to Sign the
Agreement (Mario Maslac) | 17 |
| 4. | Approval of the Appointment of Youth Committee Member
(Lauren Mechals) | 18 |

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
(Michelle O'Camb/Renee John) | 19-20 |
|----|--|-------|

One Stop Services:

- | | | |
|----|--|----|
| 2. | Approval of Application for Local Area Subsequent Designation and
Workforce Development Board Recertification to the California
Workforce Development Board (Monica Jackson) | 21 |
|----|--|----|

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

- | | | |
|----|---|-------|
| 1. | Approval of Revised Supervision Policy and Procedures
(Karen Griffith) | 22-24 |
|----|---|-------|

2.	Approval of Incident Reporting Procedures (Karen Griffith)	25-31
III.	INFORMATION ITEMS:	
A.	1 st Quarter Strategic Plan Report (Anita Maldonado)	32
B.	Employer Success Stories and Activity Report (William Walker)	33-44
C.	Dislocated Worker Update (William Walker)	45-49
D.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim/Cara Welch)	50-55
E.	Head Start Reports (Karen Griffith)	56-61
IV.	PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA	62
V.	REPORTS TO THE BOARD:	63
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
VI.	ADJOURNMENT	

DISTRIBUTION DATE: Tuesday, April 1, 2025

CONSENT ITEM I-A

Approval of Minutes of the March 6, 2025 Regular Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

That the Board review, modify if necessary, and approve the attached minutes.

BACKGROUND:

Attached are the minutes of the March 6, 2025 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday **March 6, 2025** **9:00 a.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 9:02 a.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

Mai Vang, Member, City of Sacramento (*arrived and seated at 9:13 a.m.*)

Members Absent: None

Recognition of Long-term Employees:

Ms. Sandra Lee, Purchasing Analyst (35 years of service)

Mr. Maslac and Mr. Han congratulated Ms. Sandra Lee on her 35 years at SETA and provided her background highlights.

I. CONSENT ITEMS:

- A. Approval of Minutes of the February 6, 2025 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2025
- D. Approval of the Private Sector and Low-income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

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

- A. Approval of Minutes of the February 6, 2025 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2025
- D. Approval of the Private Sector and Low-income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

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 Addition of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Mr. Richardson reviewed the item. He advised that SETA Personnel Policies and Procedures were updated in response to changes in laws, regulations, and the work environment. He noted that Section 9.10 will undergo further changes, and the item will be submitted for approval at the next meeting.

Mr. Desmond opened the public hearing at 9:09 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:09

Moved/Guerra, second/Kennedy, to approve the updated Personnel Policies and Procedures Sections 9.10 (Domestic Violence, Sexual Assault, Stalking Leave), 9.17 (Sick Leave Accrual and Usage), 9.18 (Paid Sick Leave for Temporary Employees), Section 11.04 (Harassment, Discrimination, and Retaliation Policy and Complaint Procedure), and Section 11.17 (Reasonable Accommodation Policy and Process).

Roll call vote:

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

2. Approval to Award Contract for E-Rate IT Procurement

Mr. Castro reviewed the item and noted that the Request for Proposals was released in December 2024. Five proposals were received by the due date, and based on the evaluation, AMS.net/MGT was selected.

Moved/Guerra, second/Kennedy, to approve the selection of AMS.net/MGT for contract award for IT hardware procurement.

Roll call vote:

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

3. Approval to Award Contract for Labor Negotiations and Consultation Services for the Sacramento Employment and Training Agency

Ms. Maldonado reviewed the item and advised that at the December 5, 2024, meeting, the SETA Governing Board approved releasing the Request for Proposals (RFP) for the Labor Negotiations and Consultation Services for SETA. Two proposals were received by the due date of January 10, 2025, 4:00 p.m. PST.

Each proposal was reviewed and scored by an RFP Review Committee that included SETA's Executive Team and Legal Representative.

Sloan Sakai Yeung & Wong, LLP, was selected based on the evaluation results.

Moved/Guerra, second/Kennedy, to approve the selection of Sloan Sakai Yeung & Wong, LLP for contract award for Labor Negotiations and Consultation Services for the Sacramento Employment and Training Agency.

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

4. Approval of Compensation Package for Executive Director

Mr. Maslac reviewed the item and noted that the federal government periodically raises the Executive Director's compensation cap. This presents an opportunity for the Board to increase the Executive Director's compensation package to align with the Federal Executive Level II cap. If approved today, the overall package (excluding pension contributions) would increase by approximately 2%.

SETA's Legal Counsel provided historical information regarding the Executive Director's compensation package.

Mr. Guerra requested that the Board be notified each time the federal government raises the compensation cap and asked for this to be added as an information item to the agenda when applicable.

Ms. Vang arrived and was seated at 9:13 a.m.

Moved/Guerra, second/Kennedy, to adopt the resolution tying the Executive Director's compensation package to the Federal Executive Level II Cap, but retaining the requirement that the Executive Director shall continue to contribute the appropriate employee contribution to the pension plan (subject to annual actuarial adjustment).

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

B. Workforce Development Department

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department: No items

III. INFORMATION ITEMS:

A. Fiscal Monitoring Reports: No questions

B. Employer Success Stories and Activity Report:

Mr. Walker reported that the Total Maintenance Management contractor for Sacramento International Airport held a recruiting event at SETA, which 106 individuals attended.

Multiple job offers were made, resulting in several successful hires.

C. Dislocated Worker Update:

Mr. Walker informed the Board that Macy's will be closing three locations, including the Downtown and Carmichael stores, which will result in the layoff of over 3,687 workers after March 31, 2025. SETA has provided rapid response services to employees affected by these closures. Additionally, Kohl's will be shutting down its lowest-performing location at Arden Fair. JOANN Fabric and Craft Stores will close all of its locations in the Sacramento area, resulting in approximately 80 layoffs.

Starbucks Coffee Company issued a WARN notice on February 26, 2025, indicating that they will be laying off 66 administrative employees, including two in the Sacramento area. SETA held a rapid response session with 1 Click Logistics, where 13 employees were affected by the business closure. Furthermore, Intel will be laying off 86 of its employees. Rapid response services will be provided in the near future to assist individuals impacted by layoffs in refugee organizations.

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 addressed the potential implications of a government shutdown. She noted that past government shutdowns had caused minimal disruption to SETA operations. However, in recent weeks, the Head Start Payment Management System (PMS) experienced two outages, although it was restored quickly each time. If PMS is affected by a shutdown, it could impact SETA's operations and payroll.

The executive team, along with Legal Counsel, are actively working on contingency planning and cash flow management to minimize potential impacts and ensure the stability of operations and payroll. SETA also provides regular updates to its employees to keep them informed.

- C. Deputy Directors: No report
- D. Counsel: No report
- E. Members of the Board: No report

VI. ADJOURNMENT: The meeting adjourned at 9:28 a.m.

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

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 2/10/2025 through 3/11/2025.

BACKGROUND:

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 2/10/2025 through 3/11/2025, and all expenses appear to be appropriate.

ACTION ITEM II-A-1

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

Approval of Changes to the SETA Personnel Policies

Presenter: Bevan Richardson/Sheri Green-Johnson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and 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.

BACKGROUND:

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, the work environment, and other needs of the Agency.

The Victims of Acts of Violence Leave policy requires an update to the certification requirements for requesting this type of leave of absence.

Also, with the increased scope of duties and expectations of the newly revived Training/Staff Development Officer, SETA is seeking approval to move the classification from non-exempt to exempt.

A redlined and clean copy of the policy changes are attached for review.

The Policy Council took action on the policy update on March 25, 2025.

Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
- sexual assault,
- stalking,

An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death. Unpaid leave under this policy is available for an employee who is the victim of a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
2. Seek medical attention for injuries caused by the qualifying act of violence.
3. Obtain psychological counseling for the qualifying act of violence.
4. Take action, such as relocation, to protect against future acts of violence.

To request leave under this policy, an employee should provide their supervisor (reason for leave does not have to be disclosed to supervisor) and Human Resources with as much advance notice as practicable under the circumstances. If advanced notice is not possible, the employee requesting leave under this policy should provide Human Resources one of the following certifications upon returning to work:

1. A police report showing that the employee was a victim of a qualifying act of violence.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.
- 3.4. Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this policy.

In addition, the agency will provide reasonable accommodations to employees who are victims of a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule,

changed work telephone, changed work station or installed lock; assistance in documenting a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Appendix A – (Exempt) Classifications

The following positions are designated exempt employees of SETA in accordance with the provisions of these policies and procedures.

Accountant III (Fiscal Manager)
Administration Department Chief
Administrative Services Deputy Director
CFS Deputy Director
Executive Director
Fiscal Department Chief
Head Start Deputy Director
Head Start Manager
Human Resources Manager
Information Systems Department Chief
Network Engineer
Personnel/Human Resources Department Chief
Planning and Community Development Chief
Public Information Officer
Training/Staff Development Officer
Web Innovation Engineer
Workforce Development Deputy Director
Workforce Development Manager

Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
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An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death. Unpaid leave under this policy is available for an employee who is the victim of a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
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1. A police report showing that the employee was a victim of a qualifying act of violence.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.
4. Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this policy.

In addition, the agency will provide reasonable accommodations to employees who are victims of a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule,

changed work telephone, changed work station or installed lock; assistance in documenting a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Appendix A – (Exempt) Classifications

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Accountant III (Fiscal Manager)
Administration Department Chief
Administrative Services Deputy Director
CFS Deputy Director
Executive Director
Fiscal Department Chief
Head Start Deputy Director
Head Start Manager
Human Resources Manager
Information Systems Department Chief
Network Engineer
Personnel/Human Resources Department Chief
Planning and Community Development Chief
Public Information Officer
Training/Staff Development Officer
Web Innovation Engineer
Workforce Development Deputy Director
Workforce Development Manager

ACTION ITEM II-A-2

Approval to Adjust Zones in the Broadband/Performance Management Policy

Presenter: Mario Maslac

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to \$92,757 - \$201,061 and Zone 2 to \$71,081 - \$142,164. Staff is further recommending the addition of the Training and Staff Development Officer to Zone 2.

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a "Broadbanding Pay and Performance Management" program. The action taken by the Board was to approve the program as well as the adoption of the "Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures" in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. However, this index has changed and has not been available for a number of years. Therefore, the Agency is utilizing the Consumers Price Index – Urban Consumers (CPI_U), West Region.

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U), West Region for 2017-2024 as follows:

2018	2019	2020	2021	2022	2023	2024
3.1	2.8	1.5	7.1	6.2	3.6	2.5

ZONE 1	ZONE 2
Workforce Development Deputy Director Children & Family Services Deputy Director Administrative Services Deputy Director Information Systems Department Chief Fiscal Department Chief Administration Department Chief Personnel/Human Resources Department Chief	Workforce Development Manager Head Start Manager Human Resources Manager Accountant III (Fiscal Manager) Public Information Officer Network Engineer Web Innovation Engineer Training and Staff Development Officer

The use of CPI-U will move Zone 1 and Zone 2 to the following ranges:

Zone 1

2018	2019	2020*	2021	2022	2023	2024
\$69,387 - \$150,402	\$70,982 - \$153,861	\$76,798 - \$166,468	\$82,250 - \$178,287	\$87,350 - \$189,341	\$90,494 - \$196,157	\$92,757 - \$201,061

Zone 2

2018	2019	2020*	2021	2022	2023	2024
\$53,173 - \$106,345	\$54,396 - \$108,791	\$58,852 - \$117,705	\$63,030 - \$126,062	\$66,938 - \$133,877	\$69,348 - \$138,697	\$71,081 - \$142,164

ACTION ITEM II-A-2 *(continued)*

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* Amounts were adjusted in June 2021 to reflect the corrected CPI-U, West Region values. This action does not result in salary increases for management staff.

In its previous iterations, the position of Training and Staff Development Officer was a confidential, non-managerial position. The recent update to the job specification for this position added additional, higher-level duties, as well as an update to the reporting structure, where the Training and Staff Development Officer will report directly to the Executive Director. This change necessitates the addition of this position to Zone 2.

ACTION ITEM II-A-3**Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2025 and Authorize the Executive Director to Sign the Agreement**

Presenter: Mario Maslac

RECOMMENDATION:

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.

BACKGROUND:

On April 6, 2023, the SETA Governing Board approved the selection of Badawi & Associates to provide audit services for one year with the option of extending the agreement for two additional one-year terms. On April 4, 2024, the Board approved the first of the two possible extensions. The audit fee for the fiscal year ended June 30, 2024 was \$51,528. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 2.5% during 2024. Staff is recommending extending the agreement for audit services in the amount of \$52,816 ($\$51,528 + 2.5\%$) for the fiscal year ending June 30, 2025 which includes the single audit for two major federal programs.

ACTION ITEM II-A-4

Approval of the Appointment of Youth Voice Committee Member

Presenter: Lauren Mechals

RECOMMENDATION:

Approve the Appointment of Thanhchi Dzip to the Sacramento Works Youth Committee.

BACKGROUND:

The Youth Committee has developed the following plan to engage youth in all Sacramento Works activities, including the Youth Committee.

Action Plan:

1. Prioritize the need to pay youth for taking on a leadership role.
2. Focus on engaging younger individuals, 16-24, to help with program design, community outreach, and committee planning of activities.
3. Provide youth voice and expertise, power, and share in decision-making with adults.
4. Redesigned the Youth Committee Application and the marketing materials.
5. Compensate youth for time worked at approximately 40 hours per month. The California Community College Foundation will be the employer of record.
6. The goal is to provide paid work-based learning opportunities.
7. Funded by WIOA Youth Committee Initiatives - \$50,000

In February 2023, staff launched the application for the Youth Voice – Youth Committee. The application remains open through June 2025. Application [link](#).

The Youth Committee introduced a new applicant for Youth Voice, Thanhchi Dzip, at its meeting on November 13, 2024.

Youth Committee Chair, Dave Gordon, recommended appointing Thanhchi Dzip, and the Youth Committee approved this appointment at their meeting on January 22, 2025.

The Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the Governing Board of the Sacramento Employment and Training Agency requires that both parties approve appointments of Youth Committee members. The Sacramento Works, Inc. Board approved the appointment of Thanhchi Dzip to the Youth Committee at its meeting on March 26, 2025.

The original application for Youth Committee membership will be sent under separate cover.

ACTION ITEM II-B-1

Approval of the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2025-2028, and Authorize SETA's Executive Director to Make Revisions Required by the State

Presenters: Michelle O'Camb and Renee John

RECOMMENDATION:

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.

BACKGROUND:

In July 2014, Congress passed the Workforce Innovation and Opportunity Act (WIOA). The WIOA requires local workforce areas and regional planning units (RPUs) to submit comprehensive workforce development plans to state workforce boards. The Capital Region's RPU is comprised of four workforce development areas: Golden Sierra Job Training Agency (GSJTA), North Central Counties Consortium (NCCC), Sacramento Employment and Training Agency (SETA), and Yolo County. Together, they represent nine counties: Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo, and Yuba.

The initial regional and local plans for Program Years (PY) 2017–2021 were approved by the California Workforce Development Board (CWDB) in 2017, and new plans approved in 2021. Regional and local biennial updates were approved by the CWDB in 2019 and 2023.

In December 2024, the CWDB issued policy guidance for the development of new regional and local plans for PY 2025–2028. This guidance ensures plans remain current and account for evolving labor market and economic conditions. The CWDB acknowledges that these plans will be developed during a period of economic fluctuation, therefore, goals, strategies, and objectives may need future adjustments.

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 areas of discussion 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.

Drafts of the regional and local plans, including attachments, are available online at www.seta.net under the Public Notices & RFPs tab. These documents comply with state policy

ACTION ITEM II-B-1 *(continued)*

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guidance and were posted for a 30-day public input period beginning January 10, 2025. Links to the drafts were shared with all required stakeholders, as well as over 400 partners and interested parties. Special efforts were made to notify organizations serving historically disadvantaged populations, including the Sacramento County Department of Human Assistance, California Human Development, California Department of Rehabilitation, Crossroads Diversified Services, Inc., AARP, Vietnam Veterans of California, the California Indian Manpower Consortium, Alta Regional, and the NorCal Center on Deafness. No public comments were received during the input period.

The local and regional draft plans were approved by the Sacramento Works, Inc. Board at its March 26th meeting. Once approved by the SETA Governing Board at its special meeting in April, signed drafts of the regional and local plans will be submitted to the State Board. After submission, the State will work with SETA and the RPU to address any deficiencies. To facilitate this process, staff is seeking approval for SETA's Executive Director to make any necessary revisions to the plans as required by the State.

ACTION ITEM II-B-2**Approval of Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board**

Presenter: Monica Jackson

RECOMMENDATION:

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.

BACKGROUND:

On behalf of the Governor, the California Workforce Development Board is responsible for the subsequent designation of local workforce development areas and recertifying Local Workforce Development Boards under the Workforce Innovation and Opportunity Act (WIOA) and requires the submission of a Local Area Subsequent Designation and Local Board Recertification Application no later than April 7, 2025. In order to meet the deadline, staff submitted an unsigned version of the application and will follow up with a signed version upon approval.

The Local Area Subsequent Designation and Local Board Recertification Application has been sent under separate cover.

Staff will be available to answer questions.

ACTION ITEM II-C-1**Approval of Revised Supervision Policy and Procedures**

Presenter: Karen Griffith

RECOMMENDATION:

Approve the revised Supervision Procedures in alignment with RAN Corrective Action Plan.

BACKGROUND:

As part of the Training and Technical Assistance offered by the Office of Head Start, SETA's Supervision Policy and Procedures were reviewed. The Procedures were assessed as being too cumbersome and lengthy with individual policies for each section of the day or areas of the center. The recommendation was to condense the Policy and Procedures into one document with clear and concise language.

Staff are available to answer any questions.

Supervision

Policy/Procedure

Guidance: We believe it is imperative that the supervision, health, and safety of the children are of the utmost importance. This policy regarding supervision of children is adopted to ensure that the highest level of quality service and safety is maintained. This policy is in accordance with Head Start Performance Standards, Community Care Licensing requirements and SETA Head Start Standards of Conduct.

Policy: SETA Head Start mandates that no child will be left alone or unsupervised while under staff care. Visual supervision of all children will be maintained at all times. Teacher-child ratios must be met at all times.

Procedure: Classroom Supervision:

- Set up the physical environment to ensure visibility is maximized.
- Know where blind spots are and supervise those areas more closely.
- Be aware of exits, areas out of immediate view and places where children may hide.
- When arriving in a classroom, count all children and confirm with the whiteboard and sign in computer. Confirm the count verbally with staff already present.
- When leaving the classroom for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the room; at no point should the chimes be disabled/turned off.
- Doors should not be propped open, and only adults should open doors.
- Update the whiteboard anytime a child arrives at or leaves the classroom. Follow up with a verbal confirmation with all staff.
- **Scan the entire environment and count children frequently.**

Bathroom Supervision:

- Maintain a position to visually supervise of the bathroom while in use by children.
- Barriers or dividers must not impede staff's ability to supervise children.
- When changing a soiled child, communicate with other staff to ensure whole group supervision is maintained.
- When taking children to the bathroom, make sure other staff know upon leaving and returning. Use a call and response that closes the communication loop with acknowledgement of ratios.
- Check stalls and corners of bathrooms to make sure all children have exited.

Playground Supervision:

- Position to maintain visual supervision of the entire playground with the other adults present. Staff should not gather in one area.
- Be aware of exits from playgrounds and make sure gates stay securely closed.
- Know where blind spots are or places that children may hide and supervise those areas more closely.
- Never send children into the classroom or bathroom alone.

- When leaving the playground for any reason, make sure other staff know you are leaving and when you are returning. Use a call and response that closes the communication loop with confirmation of understanding and acknowledgment of ratio/count.
- Listen for chimes/bells that alert when anyone is entering or leaving the outdoor area
- Update the whiteboard anytime a child arrives at or leaves the playground. Follow up with a verbal confirmation with all staff.
- **Scan the entire environment and count children frequently**

Zoning:

- Each class must have an active Zoning Plan and posted zones indoor and outdoor.
- Each Zone has a staff person assigned as the primary monitor for that area, and wears the corresponding Zone cards
- Staff position strategically and coordinate with others so that no area is left unsupervised, and back is not to the group.

Safe Transitions:

- The 5 steps of SUPERvision must be used when moving children from one location to another:

Stop- A clear signal to know it is time to transition

Unite & Gather- A designated space where all children come together prior to transition

Perform Sweep- A designated staff walks classroom or playground to ensure children are not hiding or left unsupervised

Exact Count- all children are counted in gathering space prior to moving to next location

Roll call & Recount- A face to name technique is used to recount children as children move to the next space

Anticipate Children's Behavior:

- Be aware of children who may need heightened supervision for any reason.
- Adjust supervision for age, ability, and temperament of each individual child.
- Be aware of changes in a child's mood and anticipate when a child may wander off, get upset, or take a dangerous risk.

Ratios:

Toddlers:

Early Head Start: 1 staff to 4 children

CCTR- Toddler State programs: Maintain a 1:4 adult-child ratio

Community Care Licensing: 1 staff per 6 children

Preschool:

Head Start: 1 staff to 10 children

CSPP- Preschool State programs: Maintain a 1:8 adult-child ratio

Community Care Licensing: 1 staff per 12 children

*Whenever groups of children of two (2) age categories are commingled and the younger age group exceeds fifty percent (50 %) of the total number of children present, the ratios for the entire group must meet the ratios required for the younger age group. If the younger age group does not exceed fifty percent (50%) of the total number of children present, the teacher-child and adult-child ratios shall be computed separately for each group.

ACTION ITEM II-C-2

Approval of Incident Reporting Procedures

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Internal and External Reporting Procedures in alignment with RAN Corrective Action Plan.

BACKGROUND:

As part of the Training and Technical Assistance offered by the Office of Head Start, communication systems were reviewed. The need for a clear and concise written procedure was deemed necessary to ensure SETA operated and Delegates reported any OHS required incidents within required timelines.

The guidelines provide information on timelines as well as the responsibilities and roles of staff involved. Internal refers to SETA operated programs and external refers to sub-recipients.

Staff are available to answer any questions.

Incident Reporting Procedures

Internal SETA

Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE		WHO
Any setting where Head Start services are provided. Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.	AND	A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.
		OR
		A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child's home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
 - Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

- *Neglectful behavior* is defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples may include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment.
- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts
- Contusions or lacerations
- Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Incident Reporting Summary

Step 1 – Possible Incident is reported by staff, volunteer, contractor, parent

Site Supervisor identifies the Type of Incident

Step 2 - Site Supervisor notifies Program Officer by end of business day or by 9 am the following day for late day occurring incidents

Step 3 - Program Officer notifies Manager and Deputy Director within 24 hours

Step 4- Manager and Deputy Director determine reporting level (Licensing, OHS)

Step 5 - Program Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

Step 6 - Required Forms Officially Submitted & Copied to Program Management

Required Information for Notification

- Location
- Type of Incident
- Date/Time
- Next Steps

Types of Accepted Notifications

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours

Licensing Reporting

Significant Unusual incidents need to be reported by phone within 24 hours to **CA Licensing**.

Unusual incidents may include but not limited to the below list (based on LIC 624/624B):

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

Reporting Responsibility by Role:

The Site Supervisor in collaboration with Program Officer will:

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the unusual incident report to the Operations Manager and Compliance Manager for review.

The Compliance Manager will:

- Review, approve, and sign the Unusual Incident Report Review, approve, and provide the report to the administrative staff.
- Fax the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director
- Scan copy and place on the G drive (Director Admin/Reporting/SOP)
- File original/copy in Compliance Manager Site Binder.

The Program Director will:

- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.

Incident Reporting Procedures

External SETA

Required Reporting Forms

[CA Licensing Form - 624](#)

Sites are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility parking lot), and involve either 1) a child who participates in a setting that receives Head Start funds or 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

WHERE		WHO
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		OR
		A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.

Types of Reportable Incidents to OHS

- Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders. OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child's home, does not need to be reported to OHS.
- Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers. Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
 - Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.

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- Serious harm or injury of a child resulting from lack of preventative maintenance of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
- Severe sprains
- Chipped or cracked teeth
- Head trauma
- Deep cuts
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- Animal bites
- Serious harm, injury, or endangerment of a child resulting from lack of supervision while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.
- Unauthorized release of a child from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Incident Reporting Summary

Step 1 – Possible Incident is reported by staff, volunteer, contractor, parent

Step 2- Sub-recipient Management identifies the Type of Incident

Step 3 – Sub-recipient management or director notifies Grantee Deputy Director within 24 hours

Step 5- Sub-recipient leadership and Deputy Director determine reporting level (Licensing, OHS)

Step 6 - Deputy Director Notifies Regional Office Program Specialist immediately or as soon as practicable but within 7 calendar days.

Step 7 - Required Forms Officially Submitted & Copied to Program Management

Required Information for Notification

- Location
- Type of Incident
- Date/Time
- Next Steps

Types of Accepted Notifications

- Email within 24 hours
- Phone Call or Text follow-up by Email with 24 hours

Licensing Reporting

Significant Unusual incidents need to be reported by phone within 24 hours **to CA Licensing**.

Unusual incidents may include but not limited to the below list (based on LIC 624/624B):

- Death of a Child
- Any injury to any child that requires medical attention
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks
- Poisonings
- Catastrophes
- Threats of violence or an aggressive act by any adult to any staff, child or parent in the program
- Malfunctions in utilities (gas, water, power) that stops services to children for any period of time
- Fires or explosions that occur in or on the premise
- Lock Down Events

Reporting Responsibility by Role:**Delegate Leadership will:**

- Call Community Care Licensing Duty Officer to report the Unusual Incident.
- Complete an Unusual Incident Report Form
- Submit a copy of the Unusual Incident Report to the Deputy Director
- Review, approve, and sign the Unusual Incident Report
- Send the signed Unusual Incident Report to Community Care Licensing within three days.
- Scan and email a copy to Deputy Director

The Deputy Director will:

- Scan copy and place on the G drive (Director Admin/Reporting)
- Gather documents and complete Incident Resolution Form
- Notify OHS Program Specialist of incident within 7 calendar days if incident meets reporting criteria as identified in ACF-OHS-IM-24-06.
- Follow up with Sub recipient leadership on next steps

INFORMATION ITEM III-A
1st Quarter Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

This item allows the Executive Director to provide the 1st Quarter Strategic Plan Report to the Board.

INFORMATION ITEM III-B**Employer Success Stories and Activity Report**

Presenter: William Walker

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Staff will be available to answer questions.

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Atlas Disposal	9	Front Load Driver	1
	9	Heavy Duty Mechanic	1
	9	Residential Driver	1
	9	Roll Off Driver	1
Amazon	9	Amazon Fresh Grocery Associate	5
Back on Course Educational Services LLC	4	Administrative Specialist	1
	4	Educational Support Specialist	1
	4	Operations Specialist	1
City of Elk Grove	9	Administrative Assistant I/II	1
	9	Animal Services Officer	1
		Finance and Budget Analyst I/II	1
	6	Mental Health Clinician	1
		Mental Health Clinician	1
		Police Records Technician I/II	1
	9	Purchasing Coordinator	1
		Red Light Enforcement Technician	1
	9	Senior Management Analyst	1
	9	Traffic Control and Street Lighting Supervisor	1
		Victim/Witness Advocate	1
City of Sacramento	9	Administrative Analyst	1
	9	Administrative Analyst -Cannabis Policy and Enforcement	1
	9	Administrative Analyst Emergency Preparedness	1
	9	Administrative Analyst-Regulatory Public Outreach	1
	9	Administrative Officer	1
	9	Administrative Technician	2
	9	Animal Care Technician	1
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	7	Applications Developer	1
	3	Assistant Civil Engineer	2
	3	Building Inspector I	1
	9	Building Maintenance Worker	1
	3	Carpenter	1

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
City of Sacramento	9	Code Enforcement Officer	2
	9	Customer Service Specialist	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher I	1
	9	Equal Employment Manager	1
	9	Events Associate	1
	9	Events Services Supervisor	1
	9	Executive Director Water Forum	1
	9	General Intern	1
	7	Information Technology Trainee	1
	9	Instrument Technician II	2
	3	Junior Engineer	
	9	Labor Relations Analyst	1
	9	Neighborhood Services Area Manager	1
	9	Office Specialist	1
	9	Park Safety Ranger	1
	9	Park Safety Ranger Supervisor	1
	9	Parking Enforcement Officer	1
	9	Parking Lot Attendant	1
	9	Personnel Technician	1
	9	Planning Director Mobility and Sustainability Manager	1
	9	Police Officer	1
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Principal Budget Analyst	1
	9	Principal Planner	1
	7	Principal Systems Engineer	1
	9	Program Manager-Community Outreach	1
	9	Program Specialist	2

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City of Sacramento	9	Program Supervisor	1
	9	Recreation Aide	1
	9	Recreation Aide-Youth Workforce Development	1
	9	Senior Accounting Technician	1
	7	Senior Applications Developer DOU/CCB	1
	9	Senior Applications Developer Enterprise Applications	1
	9	Senior Code Enforcement Officer	1
	9	Senior Office Specialist	1
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Tree Pruner	1
	9	Staff Assistant	1
	3	Street Construction Equipment Operator	1
	9	Supervising Code Enforcement Officer	1
	3	Supervising Construction Inspector	1
	7	Telecommunications Engineer II	1
	9	Ticket Seller	1
	9	Traffic Worker I	1
	9	Tree Pruner Trainee	1
	9	Utilities Operations and Maintenance Leadworker Wastewater Collection	1
County of Sacramento	9	Assistant Planner	1
	9	Accounting Manager	1
	4	Accounting Technician	1
	9	Administrative Services Officer I	1
	9	Airport Manager	1
	9	Assistant Auditor-Controller	1
	7	Assistant Chief Information Officer	1

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County of Sacramento	9	Assistant Director of Airports	1
	3	Associate Electrical Engineer	1
	9	Associate Real Property Appraiser	1
	9	Behavioral Health Peer Specialist Program Manager	1
	9	Chief Assistant Public Defender	1
	9	Chief Financial and Administrative Officer	1
	9	Chief of Shelter Medicine	1
	9	Chief, Division of Water Resources	1
	9	Child Support Officer Level I/II	1
	9	Clerk/Recorder Supervisor	1
	9	Collection Equipment Operator II	1
	9	Collection Equipment Operator III	1
	9	Collection Services Program Manager	1
	3	Construction Inspector	1
	3	Construction Management Supervisor	1
	9	Coroner Technician Level I/II	1
	9	County Executive Office Management Analyst III	1
	9	Crime and Intelligence Analyst	1
	9	Deputy Clerk, Board of Supervisors Level I/II	1
	9	Deputy Director, Airport Operations and Maintenance	1
	9	Deputy Sheriff Recruit	1
	3	Electrician	1
	9	Electronics Technician	1
	9	Emergency Medical Services Administrator	1
	9	Emergency Medical Services Administrator	1
	9	Engineering Aide Land Surveying	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist Level I/II	1
	9	Epidemiologist	1
	9	Estate Inventory Specialist	1
	9	Facilities Manager	1
	9	Facilities Trades Operations Supervisor	1
	9	Family Service Supervisor	1
	9	Family Service Worker Level I/II	1

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County of Sacramento	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Food Service Cook	1
	9	Food Service Worker	1
	9	Highway Maintenance Worker	1
	9	Human Resources Manager I	1
	9	Human Services Division Manager	1
	9	Human Services Division Manager Range A/B	1
	9	Human Services Program Integrity Specialist	1
	9	Human Services Program Specialist	1
	9	Human Services Supervisor	1
	9	Industrial Hygienist	1
	7	Information Technology Applications Analyst III	1
	7	Information Technology Business Systems Analyst III	1
	9	Information Technology Division Chief	1
	7	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Lactation Consultant	1
	3	Landfill Equipment Operator I	1
	9	Landfill Equipment Operator II	1
	3	Lead Electrician	1
	9	Legal Secretary I	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Park Ranger	1
	9	Park Ranger Recruit	1
	9	Personnel Analyst	1
	9	Pharmacist	1
	9	Planning Technician	1
	3	Plumber	1
	9	Principal Engineering Technician	1
	9	Principal Planner	1
	9	Printing Services Operator Level I/II	1

SETA- Employer Activity Report

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County of Sacramento	9	Process Server	1
	9	Real Property Appraiser Level I/II	1
	9	Recreation Aide	1
	9	Recreation Leader	1
	9	Retirement Services Supervisor	1
	6	Safety Specialist	1
	9	Sanitation District Mechanic III	1
	9	Scale Attendant I	1
	9	Secretary to Member of Board of Supervisors	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Airport Operations Dispatcher	1
	9	Senior Airport Operations Worker	1
	3	Senior Construction Inspector	1
	9	Senior Contract Services Officer	1
	9	Senior Election Assistant	1
	9	Senior Engineering Technician	1
	9	Senior Highway Maintenance Worker	1
	9	Senior Natural Resource Specialist	1
	9	Senior Nutrition Assistant	2
	9	Senior Office Specialist	1
	9	Senior Personnel Specialist	1
	9	Senior Planner	1
	9	Senior Retirement Benefits Specialist	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Traffic Signal and Lighting Technician	2
	9	Senior Transportation Engineer	1
	9	Senior Utility Billing Services Representative	1
	9	Sheriff's Captain	1
	9	Sheriff's Records Officer I	1
	9	Special Assistant Board of Supervisors	1
	9	Storekeeper - Fleet Services	2
	9	Storekeeper-Fleet Services	1
	3	Supervising Building Inspector	1
	9	Supervising Deputy Clerk, Board of Supervisors	1

SETA- Employer Activity Report

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Coounty of Sacramento	9	Supervising Probation Officer	1
	9	Supervising Waste Management Specialist	1
	9	Traffic Signs Maintenance Worker II	1
	9	Veterans Claims Representative	1
	9	Waste Management Program Assistant	1
	9	Waste Management Program Manager II	1
	9	Waste Management Superintendent	1
	9	Workforce Coordinator	1
Los Rios Community College District	4	Account Clerk I	1
	4	Account Clerk II	1
	4	Account Clerk III	1
	4	Accountant	2
	4	Accounting Specialist	1
	4	Adapted Physical Education Adjunct Assistant Professor Pool	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	4	Admissions/Records Technician II	1
	4	Alternate Media Design Specialist	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor Pool	1
	4	Art History Adjunct Assistant Professor Pool	1
	4	Athletic Trainer	1
	4	Aviation Adjunct Assistant Professor Pool	2
	4	Aviation Assistant Professor	1
	4	Biology Adjunct Assistant Professor	1
	4	Campus Operations Supervisor	1
	4	Chemistry Assistant Professor	1
	4	Child Development Center Teacher	1
	4	Classified Recruit Training Officer	1
	4	Clerk III	3
	4	College Nurse Clinician	1

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Commercial Music Adjunct Assistant Professor	2
	4	Computer Information Science Assistant Professor	1
	4	Confidential Human Resources Generalist	2
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	2
	4	Counseling Clerk I	1
	4	Culinary Arts Management Adjunct Assistant Professor Pool	1
	4	Custodian	1
	4	Deaf Culture and Sign Language Studies Adjunct Assistant Professor Pool	1
	4	Dean of Arts	1
	4	Dean of Business, Computer Information Science, and Distance Learning	1
	4	Dean of Humanities and Fine Arts	1
	4	Diagnostic Medical Sonography Adjunct Assistant Professor Pool	1
	4	Director I of Human Resources	1
	4	Director VI of Training Source	1
	4	Director VII of the Apprenticeship Grants Project	1
	4	Director X for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Emergency Medical Technician Paramedic Adjunct Assistant Professor	1
	4	Employer Engagement Specialist - Special Projects	1
	4	Engineering Adjunct Assistant Professor	1
	4	Engineering Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language Adjunct Assistant Professor Pool	1
	4	Facilities Steward	1
	4	Fashion Adjunct Assistant Professor	1
	4	Film and Media Adjunct Assistant Professor Pool	1
	4	Financial Aid Technician	2
	4	Fire Technology Adjunct Assistant Professor Pool	1

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Los Rios Community College District	4	Fire Technology Coordinator	1
	4	Geography Assistant Adjunct Professor	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Groundskeeper	1
	4	Hmong Adjunct Assistant Professor Pool	1
	4	Human Development Adjunct Assistant Professor	1
	4	Humanities Adjunct Assistant Professor Pool	1
	4	Information Tech Specialist II-Audio/Video Media Support	1
	4	Information Technology Application Systems Supervisor	1
	4	Information Technology Specialist I - Help Desk Support	1
	4	Information Technology Technician II - Help Desk	1
	4	Instructional Assistant - Anthropology	1
	4	Instructional Assistant - Campus Computer Laboratory	1
	4	Instructional Assistant - Cosmetology	1
	4	Instructional Assistant - Costuming and Makeup	1
	4	Instructional Assistant - Disabled Student Program & Services	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Photography	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Assistant-Mathematics	1
	4	Laboratory Technician - Science	2
	4	Legal Assisting Assistant Adjunct Professor	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Technician I	1
	4	Maintenance Technician II	1
	4	Mathematics Adjunct Assistant Professor Pool	1
	4	Media Systems/Resources Technician II	1

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Los Rios Community College District	4	Mental Health Advocate	2
	4	Maintenance Plumber	1
	4	Music Adjunct Assistant Professor	1
	4	Nursing Assistant Professor--Medical Surgical, Simulation & Clinical Liaison	1
	4	Nursing Assistant Professor - Psychology	2
	4	Outreach Specialist Limited Term	1
	4	Payroll Accountant	2
	4	Personal Activity Adjunct Assistant Professor Pool	1
	4	Philosophy Adjunct Assistant Professor	1
	4	Philosophy Adjunct Assistant Professor Pool	1
	4	Photography Adjunct Assistant Professor Pool	2
	4	Physics/Astronomy Adjunct Assistant Professor Pool	1
	4	Police Captain	1
	4	Police Officer	1
	4	Project Director (X) for TRIO Educational Talent Search	1
	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects-Sustainability Coordinator	1
	4	Student Support Assistant	4
	4	Student Support Specialist	2
	4	Student Support Supervisor	1
	4	Theater Arts Film Adjunct Assistant Professor Pool	1
	4	Theatre Arts Adjunct Assistant Professor	1
	4	Theatre Arts Technical Adjunct Assistant Professor Pool	1

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Tutoring Adjunct Coordinator Pool	1
	4	Veterinary Animal Health Technology Adjunct Assistant Professor Pool	1
	4	Veterinary Technology Adjunct Assistant Professor Pool	1
	4	Vice President of Instruction	2
	4	Vice President of Student Services	1
	4	Vice President of Student Services & Equity	1
	4	Vietnamese Adjunct Assistant Professor Pool	1
	4	Welding Technology Assistant Professor	1
	4	Women and Gender Studies Adjunct Assistant Professor Pool	1
	4	Women's Basketball Adjunct Head Coach	1
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
Resource Staffing Group	9	Call Center - Customer Service Representative	1
	9	Data Entry Clerk	1
	9	Document Management Clerk	1
	9	Office Clerk	1
TTEC Government Solutions, LLC	9	Bilingual Healthcare Customer Service Representative - Remote	2
Total Maintenance Management	9	Airport Custodians	10
	9	Airport Porters	
	9	Overnight Custodian	10
UAW Center for Manufacturing a Green Economy	9	CMGE Community Director	1
	9	CMGE Workforce Development Director	1
Total			398

INFORMATION ITEM III-C
Dislocated Worker Update

Presenter: William Walker

BACKGROUND:

Attached is a copy of the most current dislocated worker updates.

Staff will be available to answer questions.

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Off Duty Services 6600 Bruceville Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
Agilent Technologies, Inc. 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
Construction Innovations 10630 Mather Blvd. Suite 200 Mather, CA 95655	Construction	8/20/2024	Permanent	165	Sacramento, CA	Yes	Yes
Coach USA 7701 Wilbur Way Sacramento, CA 95828	Transportation	9/3/2024	Permanent	59	Sacramento, CA	Yes	Yes
Big Lots 6630 Valley Hi Drive Sacramento, CA 95823	Retail	8/1/2024	Closure	12	Sacramento, CA	No	Yes
Big Lots 8700 Rivera Drive Sacramento, CA 95826	Retail	8/1/2024	Closure	20	Sacramento, CA	No	Yes
Big Lots 9500 Greenback Lane Folsom, CA 95630	Retail	8/1/2024	Closure	22	Folsom, CA	No	Yes
Bucca di Beppo 1249 Howe Ave. Sacramento, CA 95825	Restaurant	8/2/2024	Closure	48	Sacramento, CA	Yes	Yes
Sunpower 3200 Dwight Road Suite 900 Elk Grove, CA 95758	Transportation	9/3/2024	Permanent	16	Elk Grove, CA	Yes	Yes
Big Lots 3615 Elkhorn Blvd North Highlands, CA 95660	Retail	10/27/2024	Permanent	15	Sacramento, CA	No	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Big Lots 8539 Elk Grove Blvd Elk Grove, CA 95624	Retail	10/27/2024	Permanent	16	Sacramento, CA	No	Yes
LL Flooring 8777 Elk Grove Blvd Elk Grove, CA 95625	Retail	9/15/2024	Permanent	3	Sacramento, CA	No	Yes
Garcia's Restaurant 6049 Madison Ave Carmichael, CA 95608	Restaurant	9/27/2024	Permanent	51	Sacramento, CA	No	Yes
Cisco Rancho Cordova, CA 95670	IT	11/15/2024	Permanent	69	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd, Folsom, CA 95630	IT	11/15/2024	Permanent	273	Sacramento, CA	Yes	Yes
Foundation for California Community Colleges 1102 Q Street Suite 4800 Sacramento, CA 95811	Education	11/15/2024	Permanent	368	Sacramento, CA	Yes	No
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	1/2/2025	Permanent	186	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Dr. Building A Rancho Cordova, CA	Healthcare	1/27/2025	Permanent	3	Sacramento, CA	Yes	Yes
Hunts & Sons, LLC 5725 Alder Avenue Sacramento, Ca 95828	Trade, Transportation and Utilities	1/2/2025	Permanent	24	Sacramento, CA	Yes	Yes
Advanced Auto Parts 2500 Arden Way, Unit 101 Sacramento, CA 95825	Retail	3/9/2025	Permanent	9	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5135 Auburn Blvd Sacramento, CA 95841 SETA Governing Board	Retail	3/9/2025	Permanent	19	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Advanced Auto Parts 955 Fee Dr. Sacramento, CA 95815	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
Advanced Auto Parts 10899 Folsom Blvd. Rancho Cordova, CA 95670	Retail	3/9/2025	Permanent	10	Sacramento, CA	Yes	Yes
Advanced Auto Parts 9304 Greenback Lane Orangevale, CA 95662	Retail	3/9/2025	Permanent	6	Sacramento, CA	Yes	Yes
Advanced Auto Parts 3538 Northgate Blvd Sacramento, CA 95834	Retail	3/9/2025	Permanent	8	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5885 47th Ave. Sacramento, CA 95841	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
Macy's 6000 Sunrise Mall Citrus Heights, CA 95610	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes
Macy's 414 K Street Sacramento, CA 95814	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes
Party City 6302 Sunrise Blvd. Citrus Heights, CA 95610	Retail	2/28/2025	Permanent	10	Sacramento, CA	No	Yes
Party City 2780 E. Bidwell St. #100 Folsom, CA 95630	Retail	2/28/2025	Permanent	12	Sacramento, CA	No	Yes
Party City 1703 Arden Way Sacramento, CA 95815	Retail	2/28/2025	Permanent	15	Sacramento, CA	No	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
1 Click Logistics 7461 Metro Air Parkway, Ste. 100 Sacramento, CA 95837	Logistics/Transportation	3/31/2025	Permanent	12	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd, Folsom, CA 95630	IT	3/31/2025	Permanent	58	Sacramento, CA	Yes	Yes
Kohl's 1703 Arden Way Sacramento, CA 95815	Retail	3/30/2025	Permanent	60	Sacramento, CA	Yes	Yes
Sacramento Motorcars LLC 8590 Laguna Grove Dr. Elk Grove, CA 95757	Retail	3/31/2025	Permanent	199	Sacramento, CA	Yes	Yes
Macy's Fulfillment Center 6200 Franklin Blvd. Sacramento, CA 95824	Retail	9/27/2025	Permanent	78	Sacramento, CA	Yes	Yes
				2,092			

INFORMATION ITEM III-D

Unemployment Update/Press Release from the Employment Development Department

Presenter: Roy Kim/Cara Welch

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of January was 5.0%.

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

Staff will be available to answer questions.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
9323 Tech Center Drive, Suite 1000
Sacramento, CA 95826

Contact: Cara Welch
(916) 530-1700

**SACRAMENTO-ROSEVILLE-FOLSOM METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Total employment down 17,100 over the month; up 8,700 over the year

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.0 percent in January 2025, up from a revised 4.5 percent in December 2024, and above the year-ago estimate of 4.9 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 5.1 percent in El Dorado County, 4.3 percent in Placer County, 5.0 percent in Sacramento County, and 6.1 percent in Yolo County.

NOTE: Labor Force and Industry data contained in this release differ from previous information due to the U.S. Department of Labor's annual revision process.

Between December 2024 and January 2025, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 17,100 to total 1,093,300 jobs.

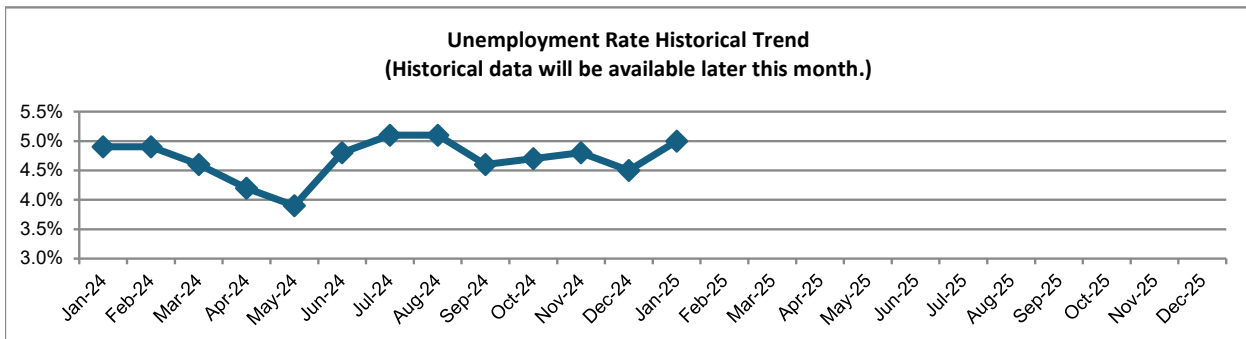
- Over the month, most major industry sectors experienced job decline. Trade, trade, transportation, and utilities (down 6,000 jobs) led the decline with losses in retail trade (down 3,500 jobs), transportation, warehousing, and utilities (down 2,200 jobs) and wholesale trade (down 300 jobs).
- Professional and business services reduced by 3,700 jobs. Employment reductions occurred in administrative and support and waste services (down 2,600 jobs), professional, scientific, and technical services (down 1,000 jobs), and management of companies and enterprises (down 100 jobs).
- Construction payrolls continued to trend down in January with a drop of 2,000 jobs. Specialty trade contractors (down 1,400 jobs) accounted for most of the decrease. Construction of buildings shed 400 jobs.
- Additional month-over declines occurred in government (down 1,400 jobs), leisure and hospitality (down 1,200 jobs), financial activities (down 700 jobs), private education and health services (down 600 jobs), manufacturing (down 500 jobs), other services (down 400 jobs), farm (down 300 jobs) and information (down 300 jobs).

Between January 2024 and January 2025, total jobs in the region increased by 8,700 or 0.8 percent.

- Over the year, private education and health services reported the largest gain, adding 12,400 jobs. Within the industry sector, healthcare and social assistance rose by 11,800 jobs. Private educational services edged up 600 jobs.
- Government employment advanced by 2,900 jobs. Job gains were concentrated in local government (up 3,000 jobs). State government (down 100 jobs) showed little change while federal government remained unchanged.
- Six industries reported year-over declines: professional and business services (down 3,300 jobs), leisure and hospitality (down 1,600 jobs), financial activities (down 1,100 jobs), construction (down 800 jobs), information (down 600 jobs), and manufacturing (down 200 jobs).

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

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.0 percent in January 2025, up from a revised 4.5 percent in December 2024, and above the year-ago estimate of 4.9 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 5.1 percent in El Dorado County, 4.3 percent in Placer County, 5.0 percent in Sacramento County, and 6.1 percent in Yolo County.



Industry	Dec-2024 Revised	Jan-2025 Prelim	Change		Jan-2024	Jan-2025 Prelim	Change
Total, All Industries	1,110,400	1,093,300	(17,100)		1,084,600	1,093,300	8,700
Total Farm	7,700	7,400	(300)		7,100	7,400	300
Total Nonfarm	1,102,700	1,085,900	(16,800)		1,077,500	1,085,900	8,400
Mining, Logging, and Construction	75,800	73,800	(2,000)		74,600	73,800	(800)
Mining and Logging	400	400	0		400	400	0
Construction	75,400	73,400	(2,000)		74,200	73,400	(800)
Manufacturing	40,000	39,500	(500)		39,700	39,500	(200)
Trade, Transportation, and Utilities	174,700	168,700	(6,000)		168,000	168,700	700
Information	9,400	9,100	(300)		9,700	9,100	(600)
Financial Activities	46,800	46,100	(700)		47,200	46,100	(1,100)
Professional and Business Services	134,600	130,900	(3,700)		134,200	130,900	(3,300)
Private Education and Health Services	206,000	205,400	(600)		193,000	205,400	12,400
Leisure and Hospitality	111,800	110,600	(1,200)		112,200	110,600	(1,600)
Other Services	38,600	38,200	(400)		38,200	38,200	0
Government	265,000	263,600	(1,400)		260,700	263,600	2,900

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

March 14, 2025

Employment Development Department
Labor Market Information Division
(916) 262-2162

Sacramento-Roseville-Folsom MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2024 Benchmark

Data Not Seasonally Adjusted

	Jan 24	Nov 24	Dec 24 Revised	Jan 25 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,169,900	1,181,900	1,183,100	1,190,500	0.6%	1.8%
Civilian Employment	1,113,000	1,125,500	1,129,400	1,131,300	0.2%	1.6%
Civilian Unemployment	56,900	56,400	53,700	59,200	10.2%	4.0%
Civilian Unemployment Rate	4.9%	4.8%	4.5%	5.0%		
(CA Unemployment Rate)	5.4%	5.4%	5.2%	5.5%		
(U.S. Unemployment Rate)	4.1%	4.0%	3.8%	4.4%		

Total, All Industries (2)	1,084,600	1,106,900	1,110,400	1,093,300	-1.5%	0.8%
Total Farm	7,100	8,200	7,700	7,400	-3.9%	4.2%
Total Nonfarm	1,077,500	1,098,700	1,102,700	1,085,900	-1.5%	0.8%
Total Private	816,800	832,500	837,700	822,300	-1.8%	0.7%
Goods Producing	114,300	116,400	115,800	113,300	-2.2%	-0.9%
Mining, Logging, and Construction	74,600	76,300	75,800	73,800	-2.6%	-1.1%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	74,200	75,900	75,400	73,400	-2.7%	-1.1%
Construction of Buildings	15,200	15,500	15,500	15,100	-2.6%	-0.7%
Specialty Trade Contractors	51,600	51,600	51,100	49,700	-2.7%	-3.7%
Foundation, Structure, and Building Exterior C	13,600	13,200	12,800	12,300	-3.9%	-9.6%
Building Equipment Contractors	22,500	21,900	22,000	21,500	-2.3%	-4.4%
Building Finishing Contractors	10,600	11,200	11,100	10,700	-3.6%	0.9%
Manufacturing	39,700	40,100	40,000	39,500	-1.3%	-0.5%
Durable Goods	25,400	25,700	25,700	25,300	-1.6%	-0.4%
Computer and Electronic Product Manufacturin	4,500	4,300	4,300	4,200	-2.3%	-6.7%
Non-Durable Goods	14,300	14,400	14,300	14,200	-0.7%	-0.7%
Food Manufacturing	5,800	6,400	6,400	6,300	-1.6%	8.6%
Service-Providing	963,200	982,300	986,900	972,600	-1.4%	1.0%
Private Service Providing	702,500	716,100	721,900	709,000	-1.8%	0.9%
Trade, Transportation, and Utilities	168,000	172,200	174,700	168,700	-3.4%	0.4%
Wholesale Trade	28,200	28,100	28,600	28,300	-1.0%	0.4%
Merchant Wholesalers, Durable Goods	16,100	15,900	16,100	15,900	-1.2%	-1.2%
Merchant Wholesalers, Nondurable Goods	10,600	10,800	11,000	10,900	-0.9%	2.8%
Retail Trade	97,900	100,300	101,500	98,000	-3.4%	0.1%
Motor Vehicle & Parts Dealer	14,200	14,100	14,200	14,100	-0.7%	-0.7%
Building Material and Garden Equipment and S	8,400	8,500	8,600	8,400	-2.3%	0.0%
Grocery and Convenience Retailers	20,400	20,600	20,600	20,300	-1.5%	-0.5%
General Merchandise Retailers	20,300	22,200	22,700	21,400	-5.7%	5.4%
Health and Personal Care Retailers	5,400	5,300	5,300	4,900	-7.5%	-9.3%
Clothing, Clothing Accessories, Shoe, and Jew	6,700	7,200	7,600	6,900	-9.2%	3.0%
Sporting Goods, Hobby, Musical Instrument, Bo	10,700	10,900	11,000	10,600	-3.6%	-0.9%
Transportation, Warehousing, and Utilities	41,900	43,800	44,600	42,400	-4.9%	1.2%
Information	9,700	9,200	9,400	9,100	-3.2%	-6.2%
Publishing Industries	2,300	2,100	2,100	2,000	-4.8%	-13.0%
Telecommunications	2,300	2,200	2,200	2,100	-4.5%	-8.7%
Financial Activities	47,200	46,600	46,800	46,100	-1.5%	-2.3%
Finance and Insurance	29,100	28,900	28,900	28,700	-0.7%	-1.4%
Credit Intermediation and Related Activities inc	8,100	8,100	8,100	8,000	-1.2%	-1.2%
Depository Credit Intermediation including Mo	5,000	5,000	5,100	5,000	-2.0%	0.0%
Nondepository Credit Intermediation	1,800	1,700	1,700	1,700	0.0%	-5.6%
Insurance Carriers and Related Activities	17,600	17,700	17,700	17,500	-1.1%	-0.6%
Real Estate and Rental and Leasing	18,100	17,700	17,900	17,400	-2.8%	-3.9%
Real Estate	13,900	14,200	14,400	13,900	-3.5%	0.0%
Professional and Business Services	134,200	134,500	134,600	130,900	-2.7%	-2.5%
Professional, Scientific, and Technical Services	62,300	58,900	59,400	58,400	-1.7%	-6.3%
Architectural, Engineering, and Related Servic	10,500	10,900	10,900	10,800	-0.9%	2.9%
Management of Companies and Enterprises	15,200	15,600	15,700	15,600	-0.6%	2.6%
Administrative and Support and Waste and Rem	56,700	60,000	59,500	56,900	-4.4%	0.4%

Sacramento-Roseville-Folsom MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2024 Benchmark

Data Not Seasonally Adjusted

	Jan 24	Nov 24	Dec 24 Revised	Jan 25 Prelim	Percent Change Month Year	
Administrative and Support Services	53,400	56,600	56,100	53,500	-4.6%	0.2%
Employment Services	16,200	17,100	17,000	15,500	-8.8%	-4.3%
Services to Buildings and Dwellings	17,700	19,400	19,300	18,500	-4.1%	4.5%
Private Education and Health Services	193,000	203,800	206,000	205,400	-0.3%	6.4%
Private Educational Services	16,200	17,500	17,200	16,800	-2.3%	3.7%
Health Care and Social Assistance	176,800	186,300	188,800	188,600	-0.1%	6.7%
Ambulatory Health Care Services	63,400	65,500	66,800	66,400	-0.6%	4.7%
Hospitals	27,200	28,500	28,800	28,800	0.0%	5.9%
Nursing and Residential Care Facilities	19,200	20,500	20,900	20,900	0.0%	8.9%
Leisure and Hospitality	112,200	111,000	111,800	110,600	-1.1%	-1.4%
Arts, Entertainment, and Recreation	21,400	20,500	21,300	21,200	-0.5%	-0.9%
Accommodation and Food Services	90,800	90,500	90,500	89,400	-1.2%	-1.5%
Accommodation	9,200	9,000	9,200	9,100	-1.1%	-1.1%
Food Services and Drinking Places	81,600	81,500	81,300	80,300	-1.2%	-1.6%
Restaurants and Other Eating Places	77,300	77,000	76,800	75,800	-1.3%	-1.9%
Full-Service Restaurants	33,400	33,300	33,300	32,800	-1.5%	-1.8%
Limited-Service Restaurants and Other Eating	43,900	43,700	43,500	43,000	-1.1%	-2.1%
Other Services	38,200	38,800	38,600	38,200	-1.0%	0.0%
Repair and Maintenance	11,500	10,900	10,800	10,700	-0.9%	-7.0%
Government	260,700	266,200	265,000	263,600	-0.5%	1.1%
Federal Government	14,600	14,700	14,700	14,600	-0.7%	0.0%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	246,100	251,500	250,300	249,000	-0.5%	1.2%
State Government	135,800	136,500	135,900	135,700	-0.1%	-0.1%
State Government Educational Services	28,000	27,200	27,300	27,000	-1.1%	-3.6%
State Government Excluding Education	107,800	109,300	108,600	108,700	0.1%	0.8%
Local Government	110,300	115,000	114,400	113,300	-1.0%	2.7%
Local Government Educational Services	60,200	62,200	61,900	61,900	0.0%	2.8%
Local Government excluding Educational Serv	50,100	52,800	52,500	51,400	-2.1%	2.6%
County Government	20,200	20,900	20,600	20,200	-1.9%	0.0%
City Government	10,500	11,200	11,200	10,800	-3.6%	2.9%
Special Districts plus Tribes	19,400	20,700	20,700	20,400	-1.4%	5.2%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-530-1700 or Alyssa Bonillas 916-982-9257

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

REPORT 400 C
Monthly Labor Force Data for Counties
January 2025 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,703,400	18,610,700	1,092,700	5.5%
ALAMEDA	11	866,500	826,400	40,000	4.6%
ALPINE	38	550	510	40	7.1%
AMADOR	28	14,980	14,050	930	6.2%
BUTTE	29	92,600	86,800	5,900	6.3%
CALAVERAS	31	17,590	16,430	1,170	6.6%
COLUSA	57	11,420	9,380	2,050	17.9%
CONTRA COSTA	12	582,600	554,900	27,700	4.8%
DEL NORTE	32	8,930	8,340	600	6.7%
EL DORADO	18	91,100	86,400	4,600	5.1%
FRESNO	47	475,800	434,900	40,900	8.6%
GLENN	44	12,210	11,260	960	7.8%
HUMBOLDT	23	60,300	56,900	3,400	5.6%
IMPERIAL	57	73,500	60,300	13,200	17.9%
INYO	12	8,300	7,890	400	4.8%
KERN	49	412,700	375,700	37,000	9.0%
KINGS	52	59,600	53,700	5,900	9.8%
LAKE	45	26,660	24,520	2,130	8.0%
LASSEN	41	8,150	7,560	590	7.2%
LOS ANGELES	24	5,098,100	4,802,700	295,400	5.8%
MADERA	46	70,500	64,500	6,000	8.5%
MARIN	3	125,100	120,000	5,100	4.1%
MARIPOSA	38	6,860	6,370	490	7.1%
MENDOCINO	30	36,530	34,170	2,360	6.5%
MERCED	56	122,200	108,800	13,400	11.0%
MODOC	50	3,070	2,790	280	9.1%
MONO	12	7,850	7,480	370	4.8%
MONTEREY	54	215,800	194,100	21,800	10.1%
NAPA	8	75,400	72,000	3,400	4.5%
NEVADA	15	48,160	45,780	2,380	4.9%
ORANGE	3	1,625,800	1,559,500	66,400	4.1%
PLACER	6	206,400	197,500	8,900	4.3%
PLUMAS	53	7,350	6,620	730	9.9%
RIVERSIDE	20	1,193,100	1,129,300	63,800	5.3%
SACRAMENTO	16	781,200	742,300	38,900	5.0%
SAN BENITO	38	34,600	32,100	2,500	7.1%
SAN BERNARDINO	19	1,038,400	984,100	54,300	5.2%
SAN DIEGO	8	1,660,300	1,584,800	75,500	4.5%
SAN FRANCISCO	2	510,500	489,900	20,700	4.0%
SAN JOAQUIN	34	372,300	346,500	25,800	6.9%
SAN LUIS OBISPO	7	132,400	126,600	5,800	4.4%
SAN MATEO	1	417,600	401,700	15,900	3.8%
SANTA BARBARA	21	217,500	205,800	11,700	5.4%
SANTA CLARA	5	1,026,500	983,100	43,400	4.2%
SANTA CRUZ	36	135,500	126,000	9,500	7.0%
SHASTA	26	80,800	76,000	4,800	5.9%
SIERRA	34	1,310	1,220	90	6.9%
SISKIYOU	48	16,140	14,720	1,420	8.8%
SOLANO	21	216,800	205,100	11,700	5.4%
SONOMA	8	246,700	235,600	11,100	4.5%
STANISLAUS	43	257,600	238,600	19,000	7.4%
SUTTER	51	45,900	41,400	4,500	9.7%
TEHAMA	36	26,940	25,050	1,890	7.0%
TRINITY	33	5,390	5,030	370	6.8%
TULARE	55	224,200	200,000	24,300	10.8%
TUOLUMNE	24	21,800	20,530	1,270	5.8%
VENTURA	16	419,700	398,800	20,900	5.0%
YOLO	27	111,800	105,000	6,800	6.1%
YUBA	42	36,000	33,400	2,600	7.3%

Notes

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

2) Labor force data for all geographic areas now reflect the March 2024 benchmark and Census Vintage 2023 population controls at the state level.

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the most current Head Start fiscal report sent under separate cover and the Head Start Deputy Director's monthly report.

Staff will be available to answer questions.



Seta Head Start

Food Service Operations Monthly Report

*February, 2025

2/7/25 - Home Base had a field trip to Wacky Tacky we prepared 60 sack lunches.
EHS Home Base had a field trip to Wacky Tacky we prepared 50 sack lunches.
2/12/25 - Home Base had a field trip to the Nature's Critters Social we prepared 80 sack lunches.
Alder Grove ELC class was closed due to no staff.
2/13/25 - Walnut Grove EHS class was closed due to no staff.
Freeport had a field trip on site with Puppet Art Theater no sack lunches requested.
2/18/25 - Crossroads Class R closed due to no staff.
2/20/25 - Sharon Neese had a field trip on site with Music Paul no sack lunch requested.
2/28/25 - Galt AM and PM class had a field trip to Cal-Waste Recovery Systems no sack lunch requested.

Lunch	PM Snack	Breakfast	Field Trips
32,236	30,927	31,187	3
Total Amount of Meals and Snacks Prepared			94,540

Purchases:

Food \$115,321.03
Non - Food \$16,506.11

Building Maintenance and Repair: \$0.00
Janitorial & Restroom Supplies: \$0.00
Kitchen Small Wares and Equipment: \$0.00
Vehicle Maintenance and Repair: \$0.00
Vehicle Gas / Fuel: \$2,394.56
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

February 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	182	13%	739	163	22%
Twin Rivers USD	156	39	25%	56	7	13%
Elk Grove USD	440	86	20%	NA	NA	NA
Sac City USD	676	84	12%	16	1	6%
San Juan USD	712	84	12%	96	10	10%
WCIC	100	3	3%	NA	NA	NA
COUNTY TOTAL	3448	478	14%	907	163	16%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	438	0	100%	0% +
Sacramento City USD	676	615	0	91%	6% +
San Juan USD	712	681	20 (98%)	96%	1% +
SETA	1,364	1382	0	101%	0% +
Twin Rivers USD	156	150	0	96%	0% +
WCIC/Playmate	100	105	0	105%	0% +
Total	3,448	3,371	20 (98%)	98%	2% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	154	10 (99%)	93%	2% +
SETA	739	735	0	99%	1% +
Twin Rivers USD	56	51	0	91%	8% -
SCUSD	16	15	0	94%	0%
Total	977	955	10 (99%)	98%	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 35 families. These represent submissions from January 10, 2025, through February 27, 2025. The 24-25 EGUSD Preschool Interest Form has a total of 32 recruitment, 100 registered -not certified, and 112 waitlist-certified families. Our program currently has 10 vacancies.
- We continue 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

- The SCUSD waitlist has been exhausted, and we have been under-enrolled since the beginning of the school year. The ERSEA Team received the SETA-generated waitlist from ChildPlus and has contacted all listed families. Of those reached, approximately 30% indicated they would visit the Enrollment Center to obtain a packet and complete enrollment, 50% stated their child was already enrolled in another program, and 20% did not answer. Voicemail messages were left for families where possible.
- Some sites are low enrolled due to geographic location, and we have a recruitment plan in place to cover these areas. The ERSEA Team will continue to follow up with families they were unable to reach.

San Juan USD

- Due to reduced staffing -20 Head Start slots and 10 Early Head Start slots capped.
- San Juan Unified School District ERSEA team has **one** Admissions and Family Services Technician (AFST) vacancy. AFSTs are staff who primarily work with new and current families regarding eligibility and enrollment.
- Classroom and Support Staff: One home-based teacher is currently on leave; One EHS Teacher on Special Assignment (TOSA) vacancy; Two Secretary vacancies (EHS/Governance secretary, and Registration secretary.)

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker.

Twin Rivers USD

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

WCIC/Playmate

- WCIC's enrollment has increased to 100% for the month of February.

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 enrollment team collaborated with Family Engagement, Parent Advisor and School Liaison to go out into the community to pass out our enrollment fliers, we also received fliers from these organizations to distribute to the families we serve.
- The School Community Liaison and Parent Advisor actively engage the community to raise awareness about the importance of preschool. They provide various strategies highlighting the benefits of early learning and its positive impact on children and families. Outreach efforts have taken place at locations including MLK Library, Florin Job Center, Central Library, Serna Center, Underground Books, and the Department of Human Assistance. Distributed materials include enrollment recruitment flyers, information on Parent Café and Male Involvement, and details on accessing clothing and food resources for families in need.
- The ERSEA team will meet regularly and maintain minutes & agenda for reference and accountability. The ERSEA Team met with SETA Program Manager to discuss enrollment process areas for improvement. ERSEA team will rotate and attend SETA's monthly ERSEA meeting to stay in communication with staff regarding enrollments, recruitment, take notes, and share with the other CDS's that are not in attendance that month.

San Juan USD

- New AFST and a new TOSA were hired to fill the last vacancy. Human Resources is currently processing both candidates.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the east side, and central region of the district (95610, 95608, and 95621).

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 Head Start Teachers, 4 Associate Teacher's, and 1 Infant Toddler Lead Teacher.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Women's Empowerment, Fun Family Playfest and Center Unified School District.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Kinder Roundup at Woodridge Elementary, Redwood Square Apartments, Harlow Complex, Rio Linda Public Library. Replaced banner at Village Elementary, also 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 collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts and distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue.
- In February 2025, WCIC provided 1 family with a monthly bus pass to support their transportation needs.

**PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA
ITEM IV**

Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.

REPORTS TO THE BOARD ITEM V

A. Chair

The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

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

B. Executive Director

This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. Deputy Directors' Report

This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

D. Counsel's Report

The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities.

E. Members of the Board

This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.