

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

Monday April 21, 2025, 4:00 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, ClerkoftheBoards@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Clerk of the Board at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 82193882601 # US (San Jose).

Meeting ID: 821 9388 2601

Passcode: 199773

[Find your local number](#)

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

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

I. CONSENT ITEMS:

- | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| A. | Approval of Minutes of April 9, 2025, Special Board Meeting
(Anita Maldonado) | 1-19 |
| B. | Approval of Claims and Warrants (Anita Maldonado) | 20 |
| C. | Approval to Accept Public Workforce Capacity Funds from the James Irvine Foundation, and Authorize SETA's Executive Director to Sign the Agreement, Any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source (Roy Kim) | 21 |

II. ACTION ITEMS:

A. General Administration

- | | | |
|----|-----------------------------------------------------------------------|-------|
| 1. | Approval of Appointment to the Sacramento Works, Inc. Board (Roy Kim) | 22-23 |
|----|-----------------------------------------------------------------------|-------|

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:

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. | Approval of Annual Self-Assessment for 2024-2025 and Resulting Program Improvement Plan for the SETA-Operated Program
(Karen Griffith) | 24-56 |
| 2. | Approval of Program Year 2025-2026 Head Start and Early Head Start Refunding Applications (Karen Griffith) | 57-58 |
| 3. | Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2025-2026 (Karen Griffith) | 59 |
| 4. | Approval of the 2025-2026 Head Start and Early Head Start Program Options and Center Locations for Sacramento County (Karen Griffith) | 60-64 |
| 5. | Approval of 2025-2026 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives (Karen Griffith) | 65-79 |
| 6. | Approval of the Budget Modification Request for Program Year 2024-2025 Head Start and Early Head Start Basic (09CH012795)
(Karen Griffith) | 80-82 |

7.	Approval of Budget Modification Request for the Program 2023-2024 Head Start and Early Head Start Basic (09CH011763) (Karen Griffith)	83-85
III.	INFORMATION ITEMS:	86-104
	A. Fiscal Monitoring Reports (Karen Mora)	
	<ul style="list-style-type: none"> • Asian Resources, Inc. • Bach Viet Association, Inc. • Folsom Cordova Unified School District • Lao Family Community Development, Inc. • North Central Counties Consortium • River City Food Bank • The Salvation Army • Waking the Village • Yolo County Health and Human Services Agency 	
	B. Employer Success Stories and Activity Report (William Walker)	105-117
	C. Dislocated Worker Update (William Walker)	118-123
	D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim/Cara Welch)	124-129
	E. Head Start Reports (Karen Griffith)	130-136
IV.	PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA	137
V.	REPORTS TO THE BOARD:	138
	A. Chair	
	B. Executive Director	
	C. Deputy Directors	
	D. Counsel	
	E. Members of the Board	
VI.	ADJOURNMENT	

DISTRIBUTION DATE: Tuesday, April 15, 2025

CONSENT ITEM I-A

Approval of Minutes of April 9, 2025, Special Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of April 9, 2025, meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

Members Present:

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

Members Absent:

Mai Vang, Member, City of Sacramento

Recognition of Long-term Employees:

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

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

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

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

I. **CONSENT ITEMS:**

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

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

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

Roll call vote:

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

II. ACTION ITEMS:

A. General Administration

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

Approval of Changes to the SETA Personnel Policies

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

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

There were no public comments.

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

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

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

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

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

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

4. Approval of the Appointment of Youth Committee Member

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

B. Workforce Development Department

General/Discretionary:

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

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

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

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

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

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

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

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

One Stop Services:

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

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department:

1. Approval of Revised Supervision Policy and Procedures

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

2. Approval of Incident Reporting Procedures

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

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

Roll call vote:

Aye: 3 (Guerra, Kennedy, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

III. INFORMATION ITEMS:

A. 1st Quarter Strategic Plan Report

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

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

B. Employer Success Stories and Activity Report: No report

C. Dislocated Worker Update:

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

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

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

E. Head Start Reports: No questions

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

V. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

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

C. Deputy Directors:

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

D. Counsel: No report

E. Members of the Board: No report

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

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



Governing Board Meeting Strategic Plan Q1 Report

April 9, 2025

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



SETA STRATEGY AND DIRECTION



Vision

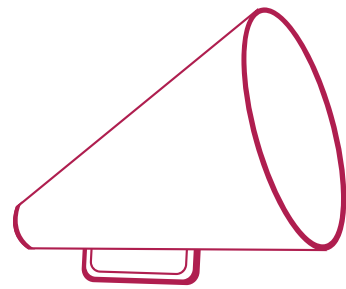
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

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

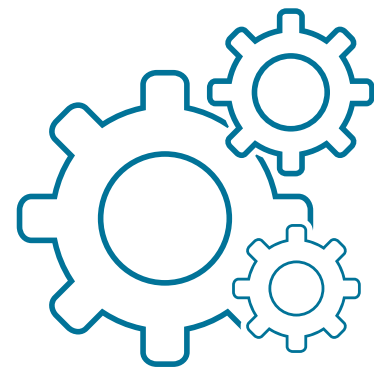
STRATEGIC INITIATIVE 1



Awareness

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

STRATEGIC INITIATIVE 2



Cohesion

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

STRATEGIC INITIATIVE 3

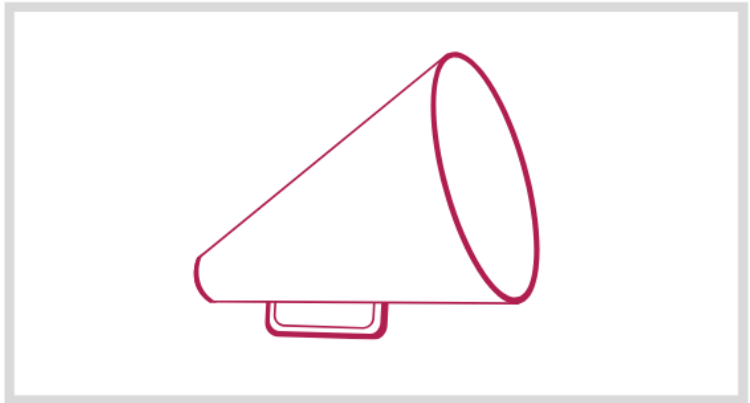


Partnerships

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

STRATEGIC PLAN 2025-2028

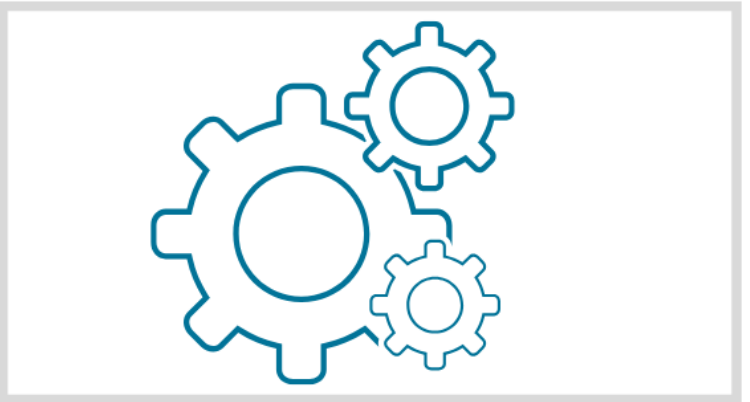
IMPROVE AWARENESS



ACTION STEPS

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

STRENGTHEN COHESION



ACTION STEPS

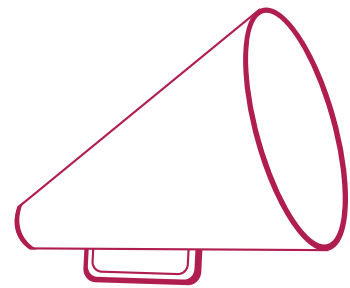
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ⚙ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



ACTION STEPS

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



Awareness

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



SETA Sacramento Employment & Training Agency 2025 Workers' Compensation Renewal

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

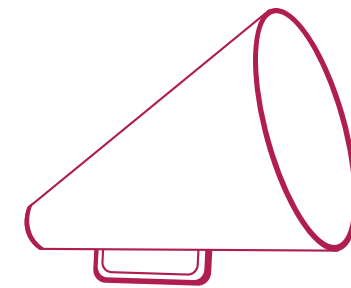
The locations other than 925 Del Paso represented 82 of the 151 Ex Mod points for the 2025 Experience Modification Factor, thus meeting will be held on premise



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Social Media

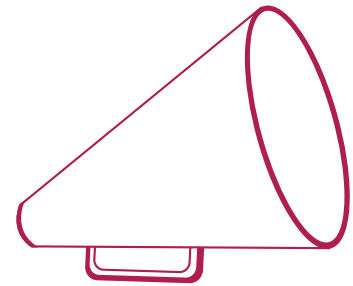


Gardenland Chicana

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







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

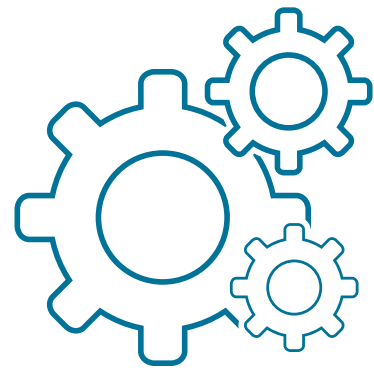
Outreach



Essential Checklist for Staff Outreach Events

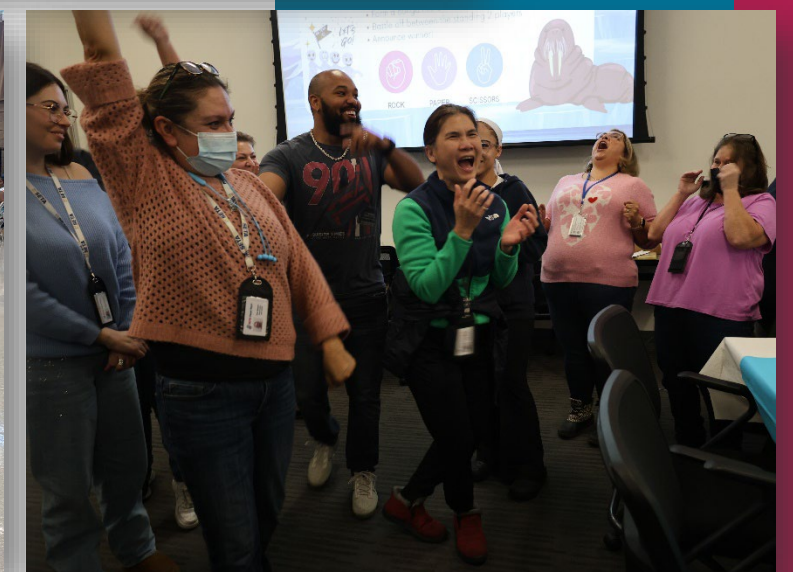
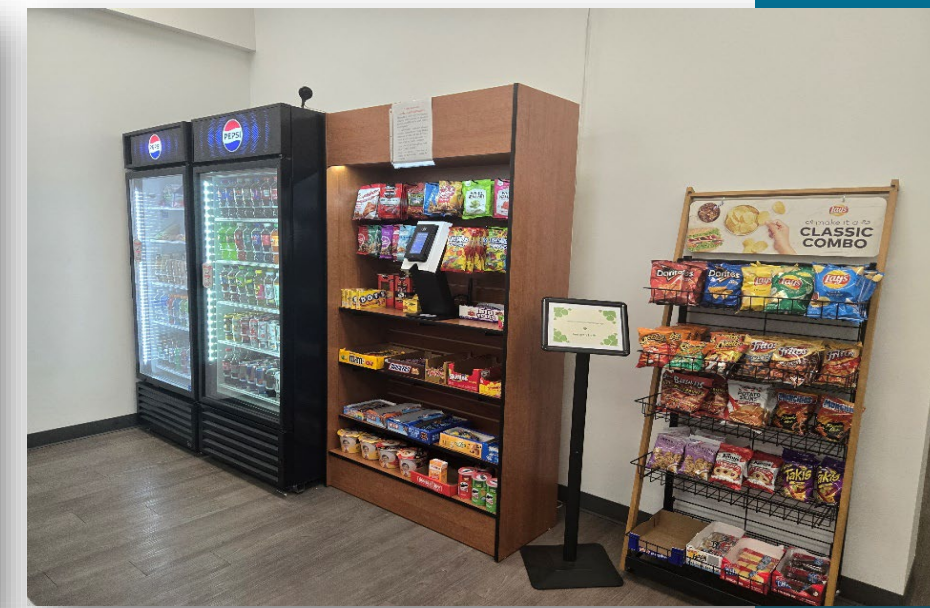
This checklist is designed to ensure staff members are fully prepared for outreach events, both internally and externally. It includes essential items and tasks to help streamline preparations and enhance the effectiveness of our outreach efforts.

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

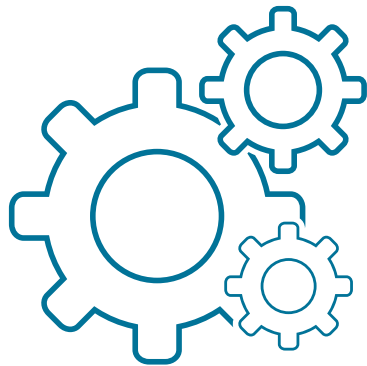


Cohesion

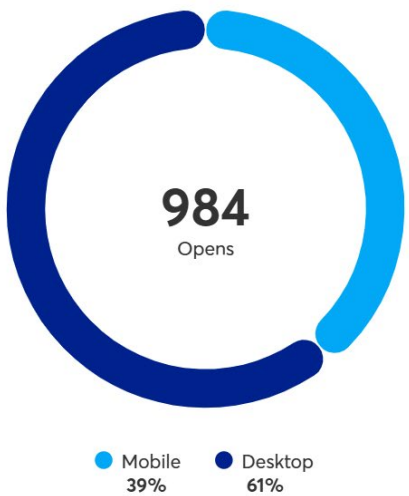
- Building Enhancements
- Vending Enhancements
- AAA Series
- Online Swag Store
- Executive Director Visits
- Morale Boosting Activities
- Foundation Funding
- Internal Newsletter



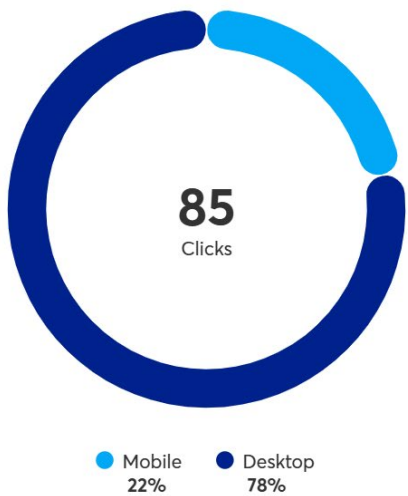
Newsletters



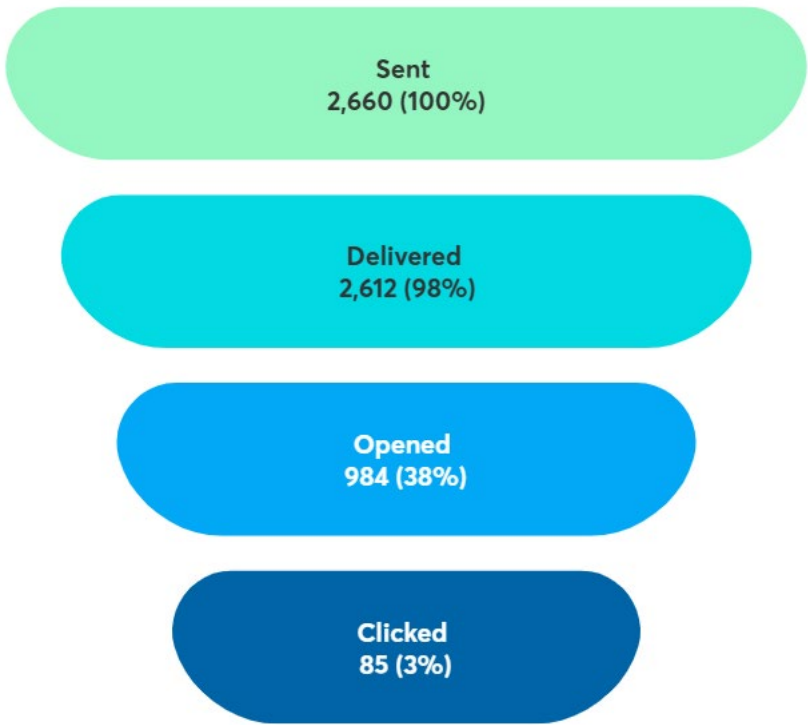
Opens by device ⓘ



Clicks by device ⓘ



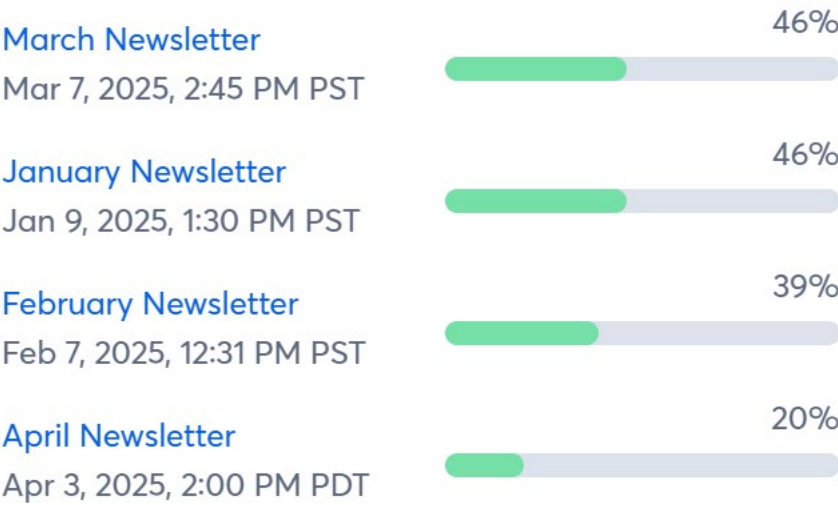
Email marketing funnel ⓘ



*Percentages are based on total emails sent

Top performing campaigns by Open Rate

Open ... ▾



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

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

“The awesome photos are worth 1,000 words.”



April Newsletter

2025 | Issue #4

In This Issue

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

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



Dear Team,

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

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



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



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 3/11/2025 through 4/8/2025.

BACKGROUND:

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 3/11/2025 through 4/8/2025, and all expenses appear to be appropriate.

CONSENT ITEM I-C

Approval to Accept Public Workforce Capacity Funds from the James Irvine Foundation, and Authorize SETA's Executive Director to Sign the Agreement, any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source

Presenter: Roy Kim

RECOMMENDATION:

Approve the acceptance of Public Workforce Capacity Funds from the James Irvine Foundation, and authorize SETA's Executive Director to sign the agreement, any documents pertaining to the agreement, and obtain City/County approval of a new funding source.

BACKGROUND:

In June 2024, the James Irvine Foundation released a Request for Proposals (RFP) for its Public Workforce Capacity Fund. This grant opportunity was directed to local workforce development boards (WDBs), in recognition of the central role WDBs play in advancing racial equity, providing holistic support, and promoting access to quality jobs within the workforce development field and in the communities they serve.

SETA submitted a proposal requesting \$500,000 to focus on aligning and integrating programs/services/funding sources. In alignment with SETA's new Strategic Plan, the goal was to implement an Agency-wide, holistic approach that offers the full range of SETA services to all family members who are served across SETA programs. Central to the implementation of this approach was the development of an advisory group/board comprised of representatives of SETA's subsidiary boards – Workforce Development Board (WDB) and WDB Youth Committee, Policy Council/Parent Advisory Committee, and Community Action Board, as well as key community representatives and staff from across all SETA Departments – Workforce Development, Children and Family Services, Fiscal, Human Resources, Information Technology, and Executive.

SETA was not awarded funds under the initial RFP process. However, the Foundation staff were impressed with SETA's application and would like to fund SETA with \$875,000 to implement its proposal over a period of up to three years. The Foundation has requested that SETA increase its emphasis on customer-centered design by including customers and/or graduates of SETA's programs on its advisory group/board.

Staff have submitted a revised proposal to the Foundation which has been sent under separate cover. Since this is a new funding source, staff will be obtaining approval from the City and County of Sacramento and is seeking authorization to proceed with executing the agreement and any documents pertaining to the agreement, subject to legal counsel review and approval.

ACTION ITEM II-A-1

Approval of Appointment to the Sacramento Works, Inc. Board

Presenter: Roy Kim

RECOMMENDATION:

Review the application and appoint Ms. May-Va Vang to be the Sacramento Job Corps Center representative on the Sacramento Works, Inc. Board.

BACKGROUND:

The local Sacramento Works Workforce Development Board (WDB) was formed in early 2016. As part of its action on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller WDB by setting the size of the WDB at twenty-five members and allocated the twenty-five membership positions to the five membership categories in the following manner: Thirteen members were allocated to business (a majority of the membership); four members were allocated to Labor and Apprenticeship (at least 15% of the membership); six members were allocated to specific programs in the workforce system (community based organizations, Adult Education, Higher Education, Economic Development, Wagner-Peyser (EDD) and Vocational Rehabilitation); and two members were allocated to the "Other" category permitted by the Workforce Innovation and Opportunity Act (WIOA) to provide the Governing Board with flexibility in appointing members in this catch-all category.

On March 3, 2016, the Governing Board appointed twenty-five members to the WDB. The Board staggered initial terms of two, three or four years. Extended terms from that time are a three-year term. In 2020, the request was made to add an additional economic development seat, which required adding another business seat to keep the majority of the board representing the business community, as required by WIOA. The Sacramento Works Board considered the request to increase the board size by two and took action at its meeting on May 27, 2020, to increase the board size to 27. The current bylaws of the Sacramento Works, Inc. allow up to thirty board members.

Due to the recent departure of Mr. Victor McGee, Sacramento Job Corps Center (SJCC), there is a vacancy in the "Other" category. Ms. May-Va Vang, Business Engagement Manager with SJCC, recently submitted an application for appointment to the WDB. Her application is being sent under separate cover.

WIOA Board Membership

Private Business*

(must include two small businesses)

14

Labor/Workforce**

Labor

Joint Apprenticeship

Community Based Organization

4

1

0

Education/Training

Adult Ed

Higher Ed

1

1

Government and Economic/Community Development

Economic Development

Wagner-Peyser (EDD)

Vocational Rehabilitation

Other

2

1

1

2

Total

27

*Must be >50%

**Must be 20%

***Must be 15%

Government and Economic/Community Development

Name and Position	Company
May-Va Vang, Business Engagement Manager	Sacramento Job Corps Center

ACTION ITEM II-C-1**Approval of Annual Self-Assessment for 2024-2025 and Resulting Program Improvement Plan for the SETA-Operated Program**

Presenter: Karen Griffith

RECOMMENDATION:

Approve Program Year 2024-2025 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In December 2024-February 2025, seven committees led by team leaders in the Child and Family Services department, SETA Fiscal and Human Resource departments conducted self-assessment activities within their service areas. Focus Area Protocol Questions were used as a general framework to assess effectiveness of internal policies and procedures and agency communication and delivery systems. Each committee designed its specific approach that included a varied team membership and a process for identifying, collecting and analyzing data. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

Head Start and Early Head Start Self-Assessment: Summary of Results 2024-2025

Background

In December 2024, SETA formed 7 committees to comprise the self-assessment team for 2024-25 program year. Each team was led by a manager or senior supervisor and members included teaching staff and support staff from different SETA departments. Parents from PAC and PC were interviewed, and parent surveys were conducted at the center-level. The time period was January 4-February 21, 2025.

Data Collection and Analysis

The committees gathered and analyzed data collected routinely by the program as part of the agency's ongoing monitoring system:

- *ChildPlus* (for Enrollment, Attendance, Health data, Unannounced safety and supervision visits, Risk Assessment Notification RAN Visits)
- *CLASS*, classroom observations
- *DRDP* assessment (Learning Genie)
- *ASQ* Online (Developmental screening ASQ, ASQ: SE)
- Personnel files, Child files
- *ADP* (Payroll system)
- Written policies and procedures
- Creative Curriculum Fidelity Tools
- Parent surveys (Transition to Preschool, Preschool Transition to Kindergarten; Parent Satisfaction survey)
- PAC/PC parent group interviews
- Staff surveys and interviews (November 2024-January 2025)
- *ReadyRosie*

Each committee met and used SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis as an approach to discussing and understanding the relationships between the various data sets and identified trends.

Summary of Program Strengths

The SETA Children and Family Services HS/EHS programs have many notable strengths as described in the following sections:

Education

Curriculum Fidelity and Child Assessment and Quality Teacher-Child Interaction

Head Start and Early Head Start Center-Based Program

- A research-based curriculum, Creative Curriculum (CC), 6th Edition, is now used program-wide in Head Start preschool. Teachers received annual training on its implementation. Curriculum checklists and observation tools are used by the program throughout the year to ensure the curriculum is being implemented to fidelity. In 2023-24, a pilot group participated in the 6th edition rollout. When the pilot group and non-pilot group teacher participants were compared using the CC fidelity tool, there was a notable difference in scores. Teachers who participated in the Pilot Program scored 84% compared to non-Pilot participants who scored an average of 70%. Strengths identified through the fidelity tool are in Scheduling and Planning and Facilitating Large and Small Group Activities.
- In nearly 100% of the Head Start classrooms observed, there is a detailed and interactive schedule posted at children's eye level, and studies are reflected in the weekly lesson plan.
- All Early Head Start classrooms utilize the Creative Curriculum. EHS classrooms have not transitioned to using the new edition of the Creative Curriculum. The program added four classes requiring additional training for staff. The CC fidelity tool identified the following strengths in the toddler classrooms: Transitions and Planning Large and Small Group Activities.
- In 100% of the EHS classrooms observed, Teachers have developed and implemented routines and experiences for children at an unhurried, child-directed pace.
- The Desired Results Developmental Profile (DRDP) assessment instrument is used to assess all children in the program, and teachers use the Learning Genie computer program to collect observations, photos, and work samples. DRDP data from Preschool shows strengths in the domains of Physical Development and Health, Approaches to Learning, and Social Emotional Development. In Physical Development and Health, 70% of children scored at or above age level; in Approaches to Learning, 50% at or above age level, and 52% at or above age level in Social Emotional Development.
- DRDP data from EHS shows strengths in the domains of Physical Development and Health, Cognition, and Social Emotional Development. In Physical Development and Health, 74% of children scored at or above age level; in Cognition, 66% of children scored at or above age level; in Social Emotional development, 66% of children scored at or above age level.

- 95% of classrooms' physical environments include 7 clearly defined Interest Areas: Blocks, Art, Dramatic Play, Toys and Games, Discovery, Library, and Music, with an overall increase in Music environments compared to the previous year.

Transitions

- Parent surveys indicate that Teachers and Family Service Workers (FSW) prepare most children and families for transition into kindergarten or other Pre-K programs; 98% of parents surveyed stated the Teacher completed the Kindergarten transition form.
- All classrooms have a Kindergarten Transition Library for parents to use at home or school. The Parent Guide to School Readiness was developed with input from many of the receiving school districts and included home activities available to all parents in the program.
- Each child leaving for kindergarten received a transition backpack filled with essential school supplies and resources to support the child and the family. To date, 551 transition backpacks have been delivered.

Head Start and Early Head Start Home-Based Program

- SETA implements an evidence-based curriculum, Parents as Teachers and Partners for Healthy Babies, to support pregnant parents, and it continues to be positively received by families. Coordinators (supervisors) have redesigned program forms to make them less time-consuming to complete for Home Visitors and easier for families to read and understand. All home visit plans are now in an electronic format that can be filled in and shared with the parent as an email attachment, thereby making it more accessible to them while reducing the use of paper.
- Home Visitors are supported by Coordinators who conduct quarterly case management sessions along with file reviews to guide in areas needing support. In addition to quarterly case management, ongoing one-on-one case management is initiated by either the home visitor or supervisors as needed. These meetings are proving to be effective and help home visitors to overcome any challenges they encounter.
- All Coordinators completed the Home Visit Rating Scales (HOVRS) training, and SETA has started a coaching program for Home Visitors. New staff will be assigned a mentor as part of their onboarding training, and other staff may request mentoring at any time. This will further support program quality in the home base unit.
- Socializations are meticulously planned with the input of parents. The topics are varied, and staff schedule them at various times and places to best accommodate families.

Mental Health and Disabilities Services

- SETA fulfills the federal mandate to complete CLASS in all classes. CLASS observation data is collected annually and utilized to plan relevant training and on-

site coaching to build teaching skills, improving teacher-child interaction as measured by CLASS scores.

- A CLASS for Coaches workshop series was piloted this year, and more intensive coaching of a subsequent cohort of Site Supervisors has yielded a greater understanding of what to look for to provide appropriate feedback to Teachers.
- A Coordinator has been hired to lead and support the Intervention Specialist team. As a result, the implementation of policies and procedures has been more consistent across all regions, particularly with the documentation and application of strategies and tools.
- The process of onboarding ABA (Applied Behavior Analysis) specialists to work one-on-one with children in Head Start and Early Head Start centers has become streamlined and timely, and more frequent communication with ABA agencies through the Intervention Specialist Coordinator has yielded an increase in ABA specialists adhering to SETA policies.
- Intervention Specialists attended multiple training opportunities focused on trauma-informed care, social-emotional competencies, and new research in mental health practices in early childhood practices.
- Centers across all regions have an “Intervention Corner” with information about the Intervention Specialist, services available, and resources for families.

Parent, Family, and Community Engagement

Center-based Program

- Between November 2024 and January 2025, SETA enrolled 2,241 families, and 64% started their Family Partnership Agreements (FPA) process at enrollment, including the Immediate Needs section that allowed staff to offer timely assistance.
- Family Services staff identified the following strategies helpful in getting parents engaged in FPA
 - The monthly First Friday case management with teachers effectively involved them early in the FPA process with the families.
 - Communicating clearly with parents about the FPA process and benefits was a helpful strategy, according to the Family Services staff.
 - Updating goals around the time of parent conferences and Individual Development Plans (IDP) with the teachers was also an effective strategy that aided goal setting with families.
 - Breaking down goals for parents who may be overwhelmed and keeping them simple and achievable
 - Ensuring that parents feel comfortable and not rushed so that it is a conversation with the parent.
 - Some FSWs have identified that sending the goal sheet home with the parent also seemed to work better for some parents.
 - Used various methods to engage parents for updates, including appointments, telephone, or text messages.
 - Aligning parent goals with goals on the IDP for children

- 48% of families with FPA had one goal identified. At the time of the self-assessment survey, 15% of families with an FPA completed one goal.

Home-based Program

- Family Needs Assessments were completed during the first home visit, and resources were given as needed. Family goals are integrated into weekly home visits on the home visit plan.
- 52 parents were engaged in the empathy interviews conducted to assess families' interests, their overall rating of the home-based services received, the strengths and weaknesses of their home visitor, and their participation in socialization events. The results showed that they were highly satisfied with the program and their assigned home visitor. Parents reported that they felt that the program was helping them with their child's school readiness and that they felt supported and comfortable during the home visits.

Parent Meetings

- 36 of 41 or 86% of sites held at least one parent meeting, ranging from 2-10 parent meetings per site. Altogether, 187 parent meetings have been held since the school year started, with 115 in-person meetings and 72 "*parent meetings in a bag*".
- The flexibility to offer in-person meetings and meetings in a bag and provision of food or snacks for parents during in-person meetings were appreciated by parents, and it showed in their attendance and engagement.

Parent Engagement Activities

- *ReadyRosie Parenting Curriculum.* Families' engagement with the ReadyRosie parenting curriculum is at a 72% utilization rate. Families actively engaged with the platform as measured by the number of views; a total of 3,130 education videos were viewed by family members at the time of this report. In addition, SETA hosted four ReadyRosie Family Nights, which were attended by 51 participants. These events offered in-person support to families on how they can use the platform while promoting networking among parents. The series focused on math, science, and family involvement.
- *Male Involvement Program.* SETA hosted three male involvement events that were attended by 27 families and 57 participants. The events provided opportunities for fathers and other male family figures to bond and connect with their children through interactive and developmentally appropriate educational activities. The events included staff discussions on the important role of male adults and practical strategies to encourage and support male family members' participation in their children's learning.
- *Let's Talk* series. Three interactive workshops titled "Let's Talk" were held, and the series focused on supporting the social-emotional development of boys. The workshops provided a space for families to share their experiences, insights, and challenges in raising emotionally healthy boys and allowed SETA to gather information on ways to provide additional support to enrolled families.
- *Strengths, Needs, and Interests Parent (SNIPS) Survey-* At the beginning of the program year in Fall 2024, the SNIPS survey was sent out. This survey, conducted

by SETA through Child Care Resources (CCR) Analytics, was designed to assess family stability, identify specific needs, and understand their interests. 801 families responded, a 56% participation rate. These results were aggregated, and a plan of action was developed to address the areas that parents identified as a high need or an interest.

The following are some highlights from the SNIPS results, a snapshot of SETA Head Start families.

- Family Sufficiency:
 - 69% of families reported being stable
 - 12% felt safe
 - 07% considered themselves vulnerable
 - 0.04% were in crisis
- Family Literacy Engagement:
 - 0.06% of families did not engage
 - 22% engaged 1-2 times a week
 - 22% engaged 3-4 times a week
 - 32% engaged 5 or more times a week
- Families' Needs and Interests:
 - 0.2% of families reported needing help right now
 - 0.3% of families expressed interest in receiving more information
- Family Needs and Interests by PFCE
 - 0.1% of families needed help right now
 - 0.1% of families would like more information

Parent Cafés

- To enhance the impact and accessibility of the Parent Cafés, SETA restructured its approach to delivering the sessions. Previously trained facilitators for online Parent Cafés received additional training to effectively lead in-person sessions. The agency also added six trained staff members to increase capacity and reach. As part of the preparation to deliver Parent Cafés and deepen their understanding of the process, a staff-focused Parent Café was held. This allowed the team members to experience the process firsthand. It empowered staff to confidently promote the Parent Cafés and communicate their value to families.
- Recognizing the importance of effective marketing outreach, the team revamped the informational flyers by incorporating a QR code that links to a testimonial video. In this video, staff and parents share their stories, highlighting the benefits of attending Parent Cafés and encouraging families to participate.

Health and Nutrition Services

- SETA successfully expanded its collaboration with community partners to deliver preventive health services to families and provide staff and parent education. SETA

has increased access to internship opportunities with the agency through formal agreements with local colleges, universities, and other community partners: UC Davis, CSU Sacramento, Sierra College, Center for Oral Health, and Elica Health Centers.

- With its commitment to continuing quality improvement, SETA Health Unit rolled out several projects to streamline processes:
 - *Health-at-a-Glance* materials have been developed to create clear and accessible information on health procedures using infographics and flow charts. Family Service Workers reported that the new format is helpful.
 - Health and Nutrition Services (HNS) has grown its library of vetted PowerPoint Training (PPT) training materials and workshop topics to be used by program staff in providing training and health education.
 - A new scheduling approach for CPR classes has increased efficiency and reduced cancellations.
 - SETA now has 7 certified CPR instructors to support capacity and provide backup.
- Near 70% of SETA's teaching staff currently hold CPR certifications.
- SETA has developed and implemented a Narcan Policy that includes staff training and an innovative supply distribution system to the centers, making the program responsive to this community issue.
- The SETA kitchen is working with vendors to increase and offer more vegan options.
- Internal CACFP review by SETA Quality Assurance Unit identified that food is prepared and ready for children at mealtimes, leading to optimal supervision by teachers and increased opportunity for individualized behavior support and management.
- A snapshot report of monthly Food Service Operations indicated that over 100,000 meals were served in January 2025 alone (33,726 breakfasts, 34,793 lunches, and 32,391 snacks).
- Health & Safety Checklist monitoring by Quality Assurance Unit identified that SETA-Operated centers have a 99% compliance in health checks being completed.
- Health & Safety Checklist monitoring by the Quality Assurance Unit identified that infectious disease policies and procedures are in place and consistently implemented.

Safe Environments

- SETA has a standard policy and procedure in place that is accessed by center staff in requesting supplies, basic repairs, and extensive emergency facility issues. Staff are familiar with the system and utilize it as intended.
- The Quality Assurance unit regularly provides data and feedback to the Compliance Manager, from which decisions are made in the Facilities department to provide timely support to the Head Start centers.
- Center staff consistently complete the Child Care Licensing (CCL)-required nap logs in EHS classrooms as well as post and follow the Special diet plans in all centers.

- The Facilities department employs a team of staff with varied and complementary skill sets, allowing it to perform timely maintenance jobs at HS centers. This has allowed for efficient and cost-effective maintenance services to be completed.
- With a system in place to provide feedback to the department, the team continues to update and revise its Preventive Maintenance schedule to keep the classrooms and play yard in safe conditions.
- Within the first quarter of the program year, the SETA Facilities team completed the installation of bells and chimes in all SETA and Delegate agency classrooms' exit doors and gates, including signage on all exterior gates to keep the gate always closed. This facility improvement project was undertaken to increase safety awareness and create a redundant system for safety.
- The Facilities department has a process in place for team members to conduct unannounced visits to centers and complete documentation for recordkeeping, follow-up, and completion of necessary repairs.
- The Facilities team has successfully met the demands of the Risk Assessment Notice (RAN) Protocol by expediting all facility work orders at SETA and the Delegate agencies to ensure that all centers are safe for children.
- The Compliance Manager works with the SETA TOSAs (Teachers on Special Assignments) and the Program Specialists unit to provide support, guidance, and resources to SETA centers as well as Delegate partners.

ERSEA

Eligibility

- A two-step verification process in reviewing enrollment applications was implemented to improve the accuracy of completed paperwork. The first review is completed by the Family Service Worker or Home Visitor supervisor, followed by a second review, assessed by the ERSEA Program Analyst.
- The recent internal monitoring of enrollment files by the agency's Quality Assurance unit showed improvement, with a notable reduction in findings and an overall increase in compliance with eligibility requirements. Of the 87 files reviewed in center-based applications, results showed nearly 100% compliance. For home-based applications, there was a 95% accuracy rating for completed applications.
- ERSEA Program Analysts have processed over 1,100 applications and approvals efficiently while reducing errors and ensuring compliance.
- The annual interactive, hands-on ERSEA training for staff to apply key eligibility concepts accurately has been completed.
- New staff were trained within 90 days of hire and received ongoing training throughout the year.
- For State-funded programs, the elimination of Means-Tested Eligibility became effective, removing the need for two separate standards of eligibility.
- SETA has completed countywide staff training and implemented the use of the Housing Cost Adjustment, which allows enrollment staff to adjust annual gross income for families spending over 30% on qualified housing expenses

- In the SETA program, the ERSEA team's attendance and participation at the regional Program Officer meetings to answer questions and provide additional guidance in a smaller setting helped improve communication and teamwork, facilitating the timely placement of children at the centers.
- SETA took on an ERSEA Parent Intern this year for additional support and has entered 800 certification events into the ChildPlus system, which allowed for California Department of Education (CDE)/California Department of Social Services (CDSS) recertification timelines to be met and sent automated notifications to Family Service Workers.

Recruitment

- Many of SETA's recruitment activities are embedded in the community, ensuring maximum outreach to eligible families and community partner engagement. Recruitment highlights include:
 - Increased recruitment events over the past 12 months, especially in small community events specific to neighborhoods served by the centers.
 - In the home-based program, staff continue to recruit at transitional housing and apartment complexes designated for low-income and mixed-income families. Staff also partner with health clinics and other community agencies that serve the eligible population.
- Many improvements in the use of social media and other marketing materials for recruitment purposes have been implemented:
 - The use of electronic flyers, which include an embedded QR code linked directly to the SETA Head Start website for enrollment inquiries.
 - Aligned with SETA's strategic plan, the rebranding of marketing materials to enhance SETA programs' visibility and presence in the community continues in its second year. The agency's program flyers and promotional assets, such as tablecloths, table stands, and canopies, convey a cohesive approach and professional representation of our program at all public-facing events.
- Ongoing ChildPlus training for Family Service Workers on data entry of families' qualifying eligibility category and guidance on ChildPlus report 2025 Enrollment Priority Listing to streamline recruitment efforts by prioritizing the highest need families for enrollment when spaces become available.
- SETA continues to partner with Code for America, a 501 (c) (3) organization that connects families receiving government assistance with early education programs. As a result of this collaboration, there has been a 4%-5% increase in families verified eligible for Head Start through SNAP, expanding access to families who might have been over income using the federal poverty thresholds.

Selection

- To align with the revised Performance Standards 1302.14(6), the countywide Selection Criteria have been updated and approved by the Policy Council (January 2025 Policy Council Meeting) and the Governing Board (February 2025 Board

Meeting). The updated Selection Criteria now reflect the addition of children of income-eligible Head Start staff members and prioritized accordingly.

- Ongoing training on the use of Selection Criteria when determining next eligible family based on points in the priority ranking.

Enrollment

- Since August 2024, SETA's monthly enrollment numbers incrementally increased until achieving 101% of its funded enrollment in Head Start and 98% for EHS as of January 2025. These numbers reflect the strong recruitment plan that was put in place, the streamlined application processing, and the effective use of data tracking systems to ensure that families are readily enrolled.
- In the home-based option, enrollment in EHS was at 101% and in HS Preschool at 86% as of January 2025. In EHS, 23 pregnant families have been served as of January 2025, and SETA continues to recruit and enroll more pregnant women into the program.
- Bi-monthly meetings with Regional T/TA Specialist to monitor and update the Full Enrollment Initiative to document ongoing enrollment strategies countywide
- Bi-monthly ERSEA content meetings focused on enrollment strategies, recruitment strategies, and continuing to focus the work on meeting the minimum 97% threshold for full enrollment
- Implemented the Head Start and State Application approval policy, enrollment checklist, and application corrections guide, which has greatly improved the accuracy and efficiency of application processing.
- Usage of a Pre-Family Application and uploading of eligibility documents directly into ChildPlus when accessing the SETA Head Start webpage. Since April 2024, more than 840 families have been assisted when contacting the Enrollment Line, receiving guidance on site preference, eligibility document submission, and referrals to delegate agencies. This direct engagement has helped transition families from pre-application to waitlists, ensuring a steady stream of applicants.

Attendance

- The agency has a Classroom Attendance Improvement Plan policy and procedure that provides a structured approach for site supervisors to document class attendance. Classrooms with attendance below 85% submit monthly documentation, which allows for early identification of chronic absences.
- SETA uses the ChildPlus Attendance Module for signing in/out of class. Site Supervisors utilize daily and monthly reports such as ChildPlus Report 2305 (Monthly Attendance) and Report 2371 (Meal Count Summary) at the end of each month. These reports provide real-time tracking of classroom attendance rates and meal counts, ensuring data accuracy and identifying children whose attendance falls below 85%.
- SETA has prioritized attendance awareness for families by incorporating information about the importance of regular attendance into multiple resources, including the Parent Handbook, Admissions Policies, enrollment interviews, and parent meetings.
- In the home-based program, staff emphasize the importance of not canceling home visits and following up with families who have canceled frequently with no make-up

visits scheduled. The program has a policy to ensure home visitors schedule a make-up home visit when the cancellation is initiated by a staff member.

- Attendance in home visits is a standing agenda item in weekly home-based case management with staff. This allows staff to discuss any concerns affecting families' participation and to brainstorm strategies to support individual families.

Human Resources

- Successful ratification of new employee Anniversary Recognition Program and Cost of Living Adjustment with AFSCME & SETA
- The agency has updated employee recruitment procedures to reflect Head Start Performance Standards, including requirements on 1302.91:
 - Increase flexibility within the ADP Recruitment Module for initial interviews and testing.
 - Updated old Job Specifications on a flow basis with program Deputy Directors. The goal is to complete at least 4 job specification updates per quarter.
 - Continue meetings between Human Resources and Program Management departments for hard-to-fill vacancies and other recruitment strategies, such as providing education plans.
 - Two successful Hub Sub programs for Substitute Teacher recruitment at CSUS
 - Fall recruitment yielded 23 hires, and Spring recruitment led to 30 hires
- Updated the New Hire Orientation Survey and distributed it to new hires within 30 days of attending orientation to assist with improving the new hire and onboarding experience.
- Recruiting staff have been excellent at catching application inconsistencies concerning background check and health screening procedures (1302.90(b))
- SETA's Human Resources department actively engages Head Start parents in the recruitment and hiring process:
 - The Parent Advisory Committee (PAC) and Policy Council (PC) members are involved in the agency's Head Start employee hiring process and understand their role.
 - Human Resource staff participate in the PAC/PC orientation training for newly seated members. This provides an opportunity to train new members about SETA's policy and procedures and review the PC role and expectations.
- Personal introduction to SETA by the Executive Director and the Workforce Development Deputy Director at new employee orientation or via video during new employee orientation Administrative Day.
- Continued updates regarding COVID-19 response including:
 - Dedicated COVID-19 reporting system (email, respondent, process)
 - Tracking systems to facilitate contact tracing
 - Updated Policies and Procedures for COVID-specific issues
- Open Enrollment (OE) online process- review challenges from OE process
- ADP Module on Performance Evaluation annual rollout for all staff commenced in January 2025 with a completion date of March 2025.

Governance

- PAC and PC parents who participated in the self-assessment survey cited that SETA has a functioning system of checks and balances. The program utilizes a shared governance model, with two parent-led boards (PAC and PC) and a Governing board comprised of community representatives and elected officials.
- The onboarding training for PAC and PC board members and orientation training have been effective in helping board members understand their roles and fulfill their responsibilities. The following were explicitly highlighted as working well for the Policy Council board:
 - Documentation of agenda, minutes, and training materials
 - Training opportunities for PC and PAC members.
 - Timely and useful monthly reports that contribute to and support PC's decision-making
 - Clear understanding of budget and budget planning and how they are used
 - Understanding of program operation
- Parents in PAC/PC are involved in the decision-making process through the agency's hiring procedures by participating in the interviews.

Fiscal

- Training opportunities are provided to the Delegate and Partner agencies throughout the year to orient them on SETA fiscal policies. Individual technical assistance is offered as necessary.
- Oversight over budget areas and budget preparations.
- Fiscal and Head Start program management teams work well together and participate in joint meetings
- The agency has strong internal controls. SETA continues to have no findings in Internal Controls during audits/reviews.
- The fiscal department has good and timely communication with agency staff regarding new changes in procedures.
- Quick to come up with new and helpful ideas to streamline processes.

Summary of Challenges and Program Growth Opportunities

Education

Head Start/Early Head Start Center-Based

- While the overall staffing situation has improved, there are still challenges in staff hiring and retention. The EHS program has been particularly affected since additional classrooms were opened this past year. The delay in hiring and onboarding EHS staff caused a delay in getting children started. SETA continues to collaborate with a local community college to provide ECE classes at SETA to facilitate staff getting the appropriate infant-toddler units to work in EHS.

- Limited time and opportunities for staff to attend professional development sessions and ways to ensure follow-up and follow-through in the classroom have been an ongoing challenge. The Education unit is developing tracking tools for multiple levels of support, which will help troubleshoot in this area and ensure gaps in accountability are closed.
- Ensuring all classrooms have adequate materials to support curriculum implementation is an ongoing challenge, with classrooms either having too many or too few materials. The School Readiness Unit is working with the Site Supervisors and Teachers on Special Assignment (TOSA) to conduct regular inventory checks and provide guidance on what is expected to be in a classroom at different points throughout the year.
- CLASS scores from 2024 indicate an overall need for further training in Concept Development. To help with this, SETA, as part of the Quality Improvement Network, is working on a CLASS project focusing on Concept Development.
- Working with families and children with multiple languages; while many of the staff speak multiple languages, there continues to be an increased need for support in languages that the program cannot provide ready translation in the classroom – such as French and ASL.

Recommendations for Program Improvement

- Increase opportunities for STEM training and peer learning
- Expand Dramatic Play areas and ensure the materials within reflect the background of students and families
- Continue with the Math program through WestEd
- Increase strategies and materials for children who are dual language learners
- Curriculum TLC groups to focus on specific topics using the Creative Curriculum 6th Edition volumes
- Special small group series on how to plan/work with children at different developmental levels
- Conduct more observations throughout the year with a focus on all center-based operations for a holistic view of the current state of the classrooms and develop center-specific training and support plans

Head Start/Early Head Start Home-Based Program

- Parent attendance at socialization events remains low despite efforts to solicit input from families on the day and time to hold these events. EHS families who attend also tend to stay close to their home visitors and not interact with other parents. Some families also arrive near the end of the socialization event and want to leave much later, which presents a challenge for staff and their time.
- Home Visitors work with families with a wide range of needs and who are experiencing trauma, making it difficult to meet the expectations put on them by supervisors.
- Ensuring consistent communication and scheduling home visits with families is tough and challenging. One Home Visitor stated, "Text them the day before, and depending on the family, I will text them also on the day of the visit".

- Families get distracted during the visit and leave the child with the Home Visitor to do the activity, or they expect the Home Visitor to be working with the child instead of the parent doing the activity with the child, and the Home Visitor's role is the facilitation and support the parent and child interaction.

Mental Health and Disabilities Services

- Teachers work with children at a variety of developmental levels and behaviors. Classrooms continue to see children exhibiting increased behaviors, and individual classes have upwards of 5 children with IEP plans. In the coming year, the agency plans on utilizing more individualized training from Intervention Specialists for teaching staff to help provide specific strategies that are both responsive and proactive. Additionally, SEL (Social-Emotional Learning) workshops will be provided.
- Staff wellness is a continuous area of focus. While 100% of teachers surveyed stated they have heard of the "*I need a coffee break*" strategy for support while in a challenging situation in the classroom. Only 46% had heard of *Concern*, one of SETA's employee assistance programs, and only 9% of education staff have used it. This is an opportunity to partner more intentionally with the agency's Human Resource department and *Concern* and develop drop-in Zoom workshops for staff to connect with a specialist from *Concern* to learn about the resource and all it offers.
- Intervention strategies used in previous years to help de-escalate behavior and provide a more gradual introduction to the program were no longer viable due to a change in the California rules and regulations on suspension and expulsion in early childhood programs. This has resulted in situations where, previously, a child experiencing overstimulation by a long program day would be put on a temporarily reduced schedule to help acclimate. However, that is no longer a possible option, and the progress in providing resources and support for the child and staff is more challenging and not as effective.
- External resources and agencies are inconsistent in their responsiveness to requests or referrals related to mental health services for children and families. This results in delays of service for some, and the longer it takes, the more pronounced the need becomes.
- Staff shortage and turnover have resulted in classrooms where the teacher is not a consistent part of the student support team, and strategies are not implemented as consistently as needed.

Recommendations for Program Improvement

- Staff wellness workshops in collaboration with SETA's current employee assistance programs
- Invest in training more staff in-house on different trauma-based practices and SEL curriculum

Family and Community Engagement

Challenges (FPA)

- Less than half of enrolled families engaged in goal setting; many parents were not interested in setting goals, particularly during follow-up meetings. Families are always in a rush and have no time to engage in goal setting.
- Language barriers can hinder communication and goal-setting process
- There are competing priorities such as staying fully enrolled, keeping up to date on health and health follow-up, parent meetings, parent drop-ins for crisis resources, and helping in the classroom due to lack of parent aides to prepare meals. These priorities leave less time for completing FPA and goals.
- Families are already feeling overwhelmed with paperwork, and this is just one more thing for them to do.

Recommendations for Program Improvement /Strategies (FPA)

- Work on clearly articulating to parents the benefits of goal setting and link it back to child success
- Develop a program strategy to celebrate small successes, when a parent has made progress
- Develop a simple visual aid about the FPA process for parents so parents fully understand the process, and it's easier for staff to explain
- For working parents, utilize virtual meetings to help update them with FPA
- Use Language World to provide translation services to ensure that families who are not proficient in English feel comfortable and can fully participate in the process
- Connect with teachers and parents and follow up on the goals they are working on for their children
- During home visits/parent conferences attend with the teacher to update FPA's if needed
- Recommend achievable goals that can be completed by the end of the school year
- During routine conversations with parents, stay aware of what they are disclosing and potentially be able to use this information as a goal
- If parents are working with other agencies, tap into any goals that might have been set with that agency
- Make parents feel comfortable, get them coffee or tea or water, so they feel comfortable with talking about goals and use it as a time for conversations and relationship building
- Send home the form with parents (who ask for it) and follow up for return dates

- Use the ChildPlus system to enter the FPA and goals, this will allow staff to access a report and know who needs follow-up.

Challenges (Parent Meetings)

- Lack of participation from families due to time constraints
- Many parents prefer to receive information in a bag for convenience
- Not enough time to plan meetings due to all the other duties assigned
- Once enrolled in the program, staff don't see parents, but others (babysitters, family members) who pick up children, due to parent working.
- Lack of space to hold parent meetings at some sites
- Parents do not see the importance of parent meetings

Recommendations for Program Improvement /Strategies (Parent Meetings)

- Conduct parent training to talk about process and why these are important.
- Flexible scheduling, one in the AM one in the PM or provide materials in a bag along with an in-person meeting each month.
- Send out reminders on Learning Genie and ChildPlus Messenger emphasizing the importance of parent meetings.
- Streamline the parent meeting process, create a quick guide and a schedule for meetings.
- Set clear expectations for parent meetings, with a designated time each month that does not change.
- Promote and market parents meeting in exciting ways, For example, post pictures about the meeting and the activities at the meeting.
- Spend more time building community at the center and not just making announcements.
- Use the Parent Meeting Curriculum Alignment Guide to encourage active participation.
- If there is no space available, see if there is community space close by to use .

Challenges (Parent Engagement)

- Time constraints and follow through issues. Parents will sign up, will be reminded of the event or meeting and still do not show up, which leads to staff burning out.
- Parents are busy and have multiple obligations after work or during the day.

Recommendations for Program Improvement/Strategies (Family Engagement)

- Use the SNIPS survey to tailor workshops or events to areas that report a high interest in the topic.
- Ensure all staff are aware of the event and are generating excitement.
- Continuing to offer at various times during the day and early evening to capture as many families as possible

Health and Nutrition

Challenges

- Mid-Year (January 2025) PIR numbers for percentage of children who are up to date on their age-appropriate screenings is very low. (Preschool at 33% and EHS at 19.5%).
- Referrals not filled out completely or correctly by staff (not enough details, clearly marked when multi-disciplinary for HNS and Intervention).
- Outdated practices continue to be used instead of applying newer guidance as evidenced by old forms and process being submitted
- Health & Safety Checklist monitoring identified a 15% non-compliance rate for effective handwashing at SOP centers.
- Community partner visits for certain onsite health education events are cancelled due to low staffing, incomplete notification to families and low participation rates.
- Families report that the consent forms for partners are cumbersome and affect participation rates for screening visits
- Low percentage of participation of FSWs and Home Visitors at monthly workshops and refresher training
- Staffing shortages prohibit all scheduled staff from attending CPR certification classes and cancellations are not timely
- CACFP review identified 8 of 11 locations that needed follow up. Areas of concern were handwashing, table sanitation and not serving the recommended amount of milk at table
- Special Diets requests need improvement in having all pertinent information submitted so processing is not delayed
- Kitchen operations unit expressed experiencing increasing costs of ingredients and lower availability of food choices from vendors

Challenges (specific to Home-based Option)

- Home visitors are not able to collect blood work due to parents not wanting to take children to the laboratory
- Home visitors are not able to get some doctors' offices to return faxed documents on well child checks or blood work results.
- Parents are refusing to have immunizations due to different reasons
- Some home visitors are not completing Health and Nutrition Services (HNS) information form correctly into Child Plus, having a hard time uploading or submitting documents to HNS or their specialist.

Safe Environments

Challenges

- More training for facilities staff in recognizing and addressing immediately potential safety issues at the centers they are assigned to.

- Educate HS facility landlords to understand the importance of addressing requests for repairs at HS centers quickly to avoid delays in services to families.
- Work with HS facility landlords to develop a reporting system to expediate repairs when unexpected issues health and safety issues arise.
- Consistent monitoring both visually and auditorily by all facilities team members that required bells/chimes are always on and in good working order at all centers.
- Continued reinforcement to staff on the importance of understanding classroom hazards such as adult scissors, marbles, batteries and other adult items stored in areas easily accessible to children
- Daily Health and Safety checklists are not being completed by teaching staff.
- The Education Manager and Compliance Manager will facilitate quarterly group meetings with the Education Program Officers, Facilities Coordinator and the Quality Assurance team to develop better understanding of the monitoring tools used and ways that each team works together to ensure safer environments at the centers.
- Provide opportunities for the facilities team to be empowered to seek out projects that would benefit the safe environments at centers.
- More opportunities for the Facilities Coordinator to take the lead in training staff and building a stronger facilities team independent of the monthly manager lead meetings.
- The Compliance Manager will continue to seek outgrowth opportunities for facilities team members and leadership to increase their knowledge and skill sets.
- Facilities Specialist with support from the Compliance Manager will assume additional responsibilities in tracking all HS facilities project contract processes

ERSEA

Challenges (Eligibility and Recruitment and Attendance)

- Finding eligible families continues to be a barrier and a challenge.
 - In home-based option, enrollment in preschool continues to struggle. Many families express a desire for center-based care, due to families needing childcare to work.
 - Some families use the home-based option as a placeholder for center-based care which is not the objective of having this as a program option.
 - Number of cancellations both from families and from staff, which leaves weeks of families not receiving services.
- Challenges to community outreach efforts were maintaining up-to-date and accurate contact information for key community partners due to frequent staff turnover in other agencies.

Recommendations for Program Improvement/Strategies

- The usage of the housing allowance and the ability to use SNAP has also been a strategy in finding more eligible families.

- Targeted recruitment for families experiencing homelessness, foster, and who receive public assistance has been a strategy used to combat some the issues around eligibility.
- Using the ChildPlus pre-family application to upload eligibility documents has streamlined the process of determining eligibility and moving families to the wait list to ensure a steady stream of applications.
- For community outreach challenges, SETA implemented a structured plan to improve the accuracy and accessibility of our community resource contacts. SETA will continue to look for new partners in the community that target the population Head Start services.
- A plan to create an accessible and regularly updated community partner list within ChildPlus. This list will be maintained and updated by the Family Engagement Coordinator based on information gathered from the community resource logs.
- Develop a strategic recruitment plan that outlines monthly activities and responsible staff for guidance on securing recruitment and full enrollment for the upcoming program year.
- Establish clear communication pathways for families on the waitlist to ensure they remain engaged and prepared to enroll when a slot opens.
- Training FSW and Home Visitors on maintain an active waiting list in ChildPlus. Contacting families on New List and supporting them to upload/provide eligibility document to be placed on the waitlist in preparation for upcoming openings.
- Implement a targeted refresher training focused on the new eligibility measures (Means-Tested Eligibility, Housing Cost Adjustments).
- Provide more real-world case scenarios during training to help staff apply policy changes accurately in eligibility determination.
- Revamp Orientation training for FSWS by integrating a collaborative approach between the Health and the ERSEA Units to reduce information overload and allow for better retention by identifying overlapping content areas.
- Develop a structured follow-up protocol for families who submit a pre-application form but have not uploaded the required documents.
- Conduct refresher training for Site Supervisor and Teaching Staff on ChildPlus Online Attendance tracking to ensure real-time accuracy.

Human Resources

Challenges

- Limited consistent pool of PC parent volunteers to participate in the hiring process. The low parent participation in the hiring procedures is posing a challenge to meet the 51% participation requirement guideline.
- Full Implementation of ADP by staff remains a challenge.
 - Agency still needs to roll out On-Boarding Experience to hires prior to first day of work.
 - SETA is still having trouble with ADP's customer support regarding changes and system updates.

- Working with ADP to establish monthly meetings requires comprehensive services.
- Opportunities for improvement regarding disciplinary action procedures.
 - What steps to take when an employee has a less than favorable probationary report.
 - Need internal process and procedure in place for the discipline process to assist supervisor with next steps of discipline before formal disciplinary action from Human Resources.
 - Making a decision on when to release staff on probation vs. working with the employee during the probationary period.

Recommendations for Program Improvement

- Develop periodic comprehensive training to support supervisory functions
- Implementation of ADP On-Boarding and Performance Module
- Program and support with the required documents to implement the modules

Governance

- PAC and PC Board recruitment
- Keeping parents actively involved in the classrooms and increasing participation in parent meetings at the center level
- Meeting the needs of families that speak languages other than Spanish
- Developing a strong community presence
- Building a strong interdepartmental team that represents each person's contribution to fulfilling SETA's mission and values.

Fiscal

- Regularly review Policies and Procedures for continuing improvement that will benefit the entire agency
- Educate staff on Policies and Procedures to ensure the agency has an understanding on Fiscal policies and procedures.
- ADP – continuing to make the ADP payroll system easy to use for staff. Evaluate, assess and implement needed changes in the ADP payroll system.
- Inventory Count – Work on ensuring tighter controls over equipment inventory.
- Continue to seek out opportunities for staff training and provide training for all parties (different units and partner agencies).

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>I. EDUCATION, MENTAL HEALTH, AND DISABILITIES</i>				
Professional Development: Apprentices and CCTAs <ul style="list-style-type: none"> ○ Continue to provide support to current Apprentices and CCTAs ○ Develop mentoring/coaching quarterly workshops for Teachers working with Apprentices and CCTAs ○ Create a formalized education plan tracking system with benchmarks and regular check-ins 	Education Coordinators Program Officers	July 2025		
CLASS Implementation Plan: Integrating the use of CLASS as part of the program quality improvement, evaluation, and monitoring systems. <ul style="list-style-type: none"> ○ CLASS for Coaches workshop series ○ CLASS workshops for Teachers and ATs, including Domain Series ○ PBC/ TLC coaching approach ○ Informal CLASS Observations & Feedback ○ CLASS Observer training 	Education Coordinators Program Officers	January 2025	The SETA Quality Improvement (QI) Team is working on a project to evaluate and improve the current training plan	

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Creative Curriculum 6 th Edition <ul style="list-style-type: none"> ○ Conduct quarterly fidelity checks of Teachers entering 3rd year and 2nd year of implementing the 6th edition 	Program Officers Education Coordinators	February 2025	Results from self-assessment are being incorporated in coaching and supporting teaching staff	
Math and STEM Curriculum Enhancement <ul style="list-style-type: none"> ○ SETA education staff attend Region 9 STEM Institute. Follow up with a teachers' training event. ○ Develop special math areas. ○ Continuing the Math project with West Ed ○ Host SETA STEMfest during Summer Series 	Program Officers Education Coordinators	March 2025	In progress	
Continue to develop resources for teachers to combat stress and burnout: <ul style="list-style-type: none"> ○ Promote and improve upon "I need a coffee break" plan ○ Coordinate with the Intervention team to provide staff with more resources for adults 	Manager Program Officers Education Coordinators	January 2025	In progress	

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<ul style="list-style-type: none"> Attendance at Conferences and virtual workshops as Professional Development Opportunities 				
Transitions <ul style="list-style-type: none"> Strengthen tracking system to ensure children are on the appropriate transition schedule from EHS to Head Start and Head Start to Kindergarten Incorporate home activities that help connect home/school support Joint Backpack Project with Family Engagement Monthly review by Program Officers to ensure completion 	Program Officers	July 2025		
Ages and Stages Questionnaire (ASQ) <ul style="list-style-type: none"> Bi-annual review of ASQ documents by Program Officers to ensure accurate completion Provide topic of the month training throughout the school year to be reviewed during the monthly site 	Program Officers	July 2025		

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
meetings. Topics will include ASQ refreshers on when to refer a child <ul style="list-style-type: none"> ○ Create an infographic to illustrate the purpose/timeline of the ASQ screening 				
Intervention Services <ul style="list-style-type: none"> ○ Increase parent awareness of services provided by Intervention Specialists through incorporation of them in parent meetings at the site, sharing their contact information at initial home visit, monthly “pop-ups” at the site for meet and greets ○ Quarterly training provided to site staff by Intervention Specialist on topic chosen by the Site staff ○ Redevelop the Intervention case management model to ensure manageable distribution of cases 	Education Intervention Coordinator Intervention Specialists	August 2025		
Teaching Pyramid <ul style="list-style-type: none"> ○ Continue to expand upon Toddler Teaching Pyramid with a second cohort 	Education Coordinators Program Officers	September 2025		

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Grow in-house number of Teaching Pyramid coaches with Intervention Specialists	Intervention Specialists			
Social-Emotional Learning (SEL) Training <ul style="list-style-type: none"> ○ Grow team of in-house Second Step trainers ○ Offer quarterly Second Step training opportunities ○ Continue to provide Emotional Literacy Kits to classrooms 	Education Coordinators Education Intervention Specialist Coordinator	August 2025		
Center Operations <ul style="list-style-type: none"> ○ Transition site observations from paper to digital (ChildPlus) to allow for ease of access to determine trends and facilitate follow-up ○ Audit current systems in place and identify ways to improve (e.g. health and safety checklists, daily/weekly/monthly requirements) 	Manager Program Officers	May 2025		
II. PARENT AND FAMILY AND COMMUNITY ENGAGEMENT				

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Continue to provide coaching and support to Family Service Workers in FPA goal setting with parents. Through the self-assessment process, many tips and best practices were identified that can be included in this plan: <ul style="list-style-type: none"> ○ Identifying ways to celebrate small, incremental successes ○ Developing visual aids, guides for parents to use ○ Using the option of virtual meetings to follow up with parents 	Family Engagement Program Officers Family Engagement Mentor/Coach	Ongoing		
Strengthening collaboration between the Family Engagement and Education teams to support high participation in parent meetings at the center level: <ul style="list-style-type: none"> ○ Promoting parent meetings, creating excitement in anticipation of meetings ○ Sending out reminders on learning Genie and ChildPlus Messenger ○ Building a sense of community at the centers, for families to feel 	Family Engagement Program Officers Education Program Officers	Ongoing		

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
connected with staff and other families Using the Parent Meeting Curriculum Alignment Guide to encourage active participation				
III. SAFE ENVIRONMENTS, HEALTH AND NUTRITION				
Continuing partnership with Home Visitors, Enrollment staff, and Family Services Workers in providing training and monitoring health data in <i>ChildPlus</i> and completion of required forms: <ul style="list-style-type: none"> ○ Filling out health and nutrition referrals completely with all required information to avoid delays ○ Working with unit supervisors to ensure outdated health forms are not distributed and used by staff Working with unit supervisors to ensure staff participation in refresher training and new procedure training	HS Health Manager Health Coordinators	Ongoing		
Enhance coordination with the center staff to optimize participation at screening events provided by community partners	HS Health Manager	Ongoing		

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
	Health Coordinators			
Increase opportunities for targeted training and technical assistance to facilities leadership and team members in identifying and addressing health and safety issues at HS centers	HS Manager Facilities Coordinator	March 2025		
Increased awareness of the crucial role that the facilities team members play while at their assigned centers in ensuring that required safety practices are in use	HS Manager Facilities Coordinator	February 2025	On-going	
Continue to explore and offer professional growth opportunities to both the facilities leadership and team members to expand their job-related knowledge and skill set	HS Manager	March 2025	Monthly	On-going
Develop flow charts of all centers related projects to identify all persons responsible for each stage of planned and unplanned projects, to provide clarity and eliminate redundancy of work by multiple people	HS Manager Program Specialist	February 2025	Daily/weekly asneeded	On-going
Collaborate with the HS center landlord to develop a system for requesting immediate	Facilities Coordinator	February 2025	On-going	April 2025

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
response for Health and Safety repairs at HS centers	HS Manager-Compliance			
Revise the Daily Health and Safety checklist	Education Program Officers and Quality Assurance Coordinator	January 2025	On-going	March 2025
IV. ERSEA NOTE: This section must also address your agency's Enrollment Action Plan				
Monitor and track the usage of the housing adjustment allowance and SNAP in enrollment and improve on current strategies in using these to find eligible families.	ERSEAManager ERSEA Program Officer ERSEA Team	Ongoing		
Develop a plan to create an accessible and regularly updated community partner list within <i>ChildPlus</i> . This list will be maintained and updated based on information gathered from the community resource logs.	Family Engagement Coordinator	Spring 2025		
Develop a strategic recruitment plan that outlines monthly activities and responsible staff for guidance on securing recruitment	ERSEA Team	Ongoing		

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
and full enrollment for the upcoming program year.				
Implement feedback on how to strengthen the training of Family Service Workers (FSWs) , Home Visitors, Health and Education staff that facilitate enrollment and support class attendance. <ul style="list-style-type: none"> ○ Maintaining an active waiting list in <i>ChildPlus</i> with supporting documents submitted to the agency ○ Targeted refresher training focused on the new eligibility measures (Means-Tested Eligibility, Housing Cost Adjustments) ○ Revamp Orientation training for FSWs by integrating a collaborative approach between the Health and the ERSEA Units to reduce information Refresher training for Site Supervisor and Teaching Staff on <i>ChildPlus</i> Online Attendance tracking to ensure real-time accuracy.	ERSEA Team	Spring 2025		
V. GOVERNANCE				

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Review the agenda in various PC/PAC Sub-committees and incorporate topics that PAC/PC Parents are interested in: <ul style="list-style-type: none"> ○ Rationale for HS policies and procedures, and where parent input is important and helpful ○ Parent training on how to understand program data Provide training and pathways for parents who are transitioning off the board	Governance Coordinator and PAC/PC Boards	Spring 2025		
Continuing with PAC/PC recruitment	Governance Coordinator	Ongoing		
Support and improve strategies in keeping parents actively involved in the classrooms and increasing participation in parent meetings at the center level	Governance Coordinator and PAC/PC Boards	Ongoing		
VI. FISCAL				
Schedule periodic review of the agency's written Policies and Procedures (P&P)	Fiscal Manager Fiscal Team	Summer 2025 and quarterly	Continuing to identify P&P changes needed.	

SETA Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2024-2025

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
Incorporate staff feedback in improving the ADP payroll system and evaluating what is needed to address the agency's payroll needs.	Fiscal Team	Year-Round	Working with ADP to identify the needs of the agency.	
Review and improve the current fiscal procedure for county inventory counts to ensure accuracy	Fiscal Manager Fiscal Team	Summer 2025 and quarterly	Work in progress	
Schedule fiscal training for agency staff and delegates to ensure an understanding of fiscal operations and requirements.	Fiscal Team	Summer 2025 and quarterly/bi-monthly	Work in progress	
<i>VII. HUMAN RESOURCES</i>				
Develop periodic comprehensive training to support supervisory functions	Human Resource Team	Spring 2025		
Roll out the implementation of ADP On-Boarding and Performance Module	Human Resource Manager	Summer 2025		

ACTION ITEM II-C-2

Approval of Program Year 2025-2026 Head Start and Early Head Start Refunding Applications

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2025-2026 Head Start and Early Head Start Refunding Applications.

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2025-2026 Head Start/Early Head Start Refunding Application. The refunding application is for Year 2 of a 5-year funding cycle.

A detailed Program Narrative is attached under separate cover. A few highlights for 2025-2026 include:

Reduce the number of enrollment slots in Head Start and increase hours of service

- Delegate Agencies San Juan Unified USD Head Start (56), Elk Grove USD (2), Twin Rivers USD (8), Sacramento City USD (40) and the SETA Operated Program (104) will reduce a total of 210 Head Start enrollment slots. The reduction in enrollment slots in these three agencies will support program quality changes in the 2025-2026 program year.
- Expansion of 20 Head Start classes offering extended service hours per day or weeks per year. (6.5 to 8hrs., 9 to 9.5hrs., 4 days to 5 days per week, traditional to year round)

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

- Proposed conversion of 58 of the reduced Head Start enrollment slots, to 11 Early Head Start enrollment slots.
- Proposed transition of 19 slots of Home Base EHS to Center Based EHS
- Expansion of center-based care in Early Head Start classes with 4 new classes

Support program quality improvements with additional health, mental health, and safety support that benefit staff, children, and families

- Reduced class sizes to increase individual attention and instruction, build stronger relationships and decrease staff burnout
- Additional positions that support Mental Health and Intervention

ACTION ITEM II-C-2 (continued)

Page 2

Total Funded Enrollment for 2024-2025

Agency	Funded Enrollment 2025-2026	
	Head Start	Early Head Start
SETA Operated Program	1260	746
Elk Grove USD	423	-
Sacramento USD	592	24
San Juan USD	640	166
Twin Rivers USD	148	52
WCIC	85	-
Total	3148	988

Services for the 2025-2026 program year will commence on August 1, 2025. A detailed program narrative will be sent under separate cover. Budget details can be found in the Budget and Budget Justification narrative

Staff will be available to answer questions.

ACTION ITEM II-C-3

Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2025-2026

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2025-2026 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$72,497,077.

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the 2025-2026 Head Start and Early Head Start budgets. The budgets include Basic and Training and Technical Assistance (TTA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets for 2025-2026, including a conversion from Head Start to Early Head Start, are as follows:

Head Start Basic (3,148 children/families w/conversion)	\$ 51,284,529
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$ 51,811,738
Early Head Start Basic (988 children/families w/conversion)	\$ 20,405,276
Early Head Start Training and Technical Assistance	<u>\$ 280,063</u>
Sub-Total	\$ 20,685,339
 TOTAL	 <u><u>\$ 72,497,077</u></u>

A copy of the 2025-2026 Head Start and Early Head Start budgets for Basic and Training/Technical Assistance will be sent under separate cover.

Staff will be available to answer questions.

ACTION ITEM II-C-4

Approval of the 2025-2026 Head Start and Early Head Start Program Options and Center Locations for Sacramento County

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Head Start/Early Head Start countywide program options and center locations for the 2025-2026 program year.

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2025- 2026 Program Year. A detailed list of the program options and center locations is attached.

Staff will be available to answer questions.

Program Options – Countywide 2025-2026

Head Start

(Children age 3-5)

Agency		Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round						Traditional School Year		Year Round	Traditional School Year					
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	80	214		420	180	60		34	37	85	40			110	1260
Elk Grove USD								168			255				423
Sac. City USD			40					552							592
San Juan USD								640							640
Twin Rivers USD												148			148
WCIC													85		85
TOTAL	80	214	40	420	180	60		1394	37	85	295	148	85	110	3148

¹ Includes HS-EHS enrollment slot conversion (pending ACF approval)

Early Head Start

(Children age birth - 3 and pregnant women)

Agency	Programs with 5 Days/Week							Home-base	TOTAL
	Traditional School Year			Year Round					
	6.5 hrs/day	7 hrs/day	8 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	9.5 hrs/day		
SETA			16		256	118	26	200	616
San Juan USD		32		64				70	166
Twin Rivers USD	52								52
Sac City USD			8		16				24
SCOE								70	70
ROCC								60	60
TOTAL	52	32	24	64	272	118	26	400	988 ¹

¹ Includes pending HS-EHS conversion (pending ACF approval)

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2025-2026

SETA OPERATED HEAD START PROGRAM Funded Enrollment: 1,260

Administrative Office:

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue

4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte

2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City

7220 24th Street
Sacramento, CA 95822

Collis P Huntington

5917 26th Street
Sacramento, CA 95822

Crossroad Gardens

7322 Florinwood Drive
Sacramento, CA 95823

Dudley

8000 Aztec Way
Antelope, CA 95843

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar

8383 Florin Road
Sacramento, CA 95828

Franklin

6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park

6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Freeport

2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

SETA Governing Board

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park

2317 Matson Drive
Sacramento, CA 95822

Job Corps

3100 Meadowview Road
Sacramento, CA 95832

Marina Vista

263 Seavey Circle
Sacramento, CA 95818

Marisol Village

475 Pipeline Street
Sacramento, CA 95811

Mather

10546 Peter A. McCuen Road
Mather, CA 95655

Nedra Court

60 Nedra Court
Sacramento, CA 95822

Norma Johnson

3265 Norwood Avenue
Sacramento, CA 95838

North Avenue

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview Drive
Sacramento, CA 95833

Phoenix Park

4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove

14273 River Road
Walnut Grove, CA 95690

SETA Home Base Program

ELK GROVE USD HEAD START Funded Enrollment: 423

Administrative Office:

9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

Florence Markofer Elementary

9759 Tralee Way
Elk Grove, CA 95624

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

Foulks Ranch Elementary

6211 Laguna Park Drive
Elk Grove, CA 95758

Herman Leimbach Elementary

8010 Grandstaff Drive
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

Isabelle Jackson Elementary

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Miwok Village Elementary

10070 Lousada Drive
Elk Grove, CA 95757

Pleasant Grove Elementary

10160 Pleasant Grove School
Road
Elk Grove, CA 95624

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

Samuel Kennedy Elementary

7037 Briggs Drive
Sacramento, CA 95828

Sierra Enterprise Elementary

9115 Fruitridge Road
Sacramento, CA 95826

Stone Lake Elementary

9673 Lakepoint Dr.
Elk Grove, CA 95758

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

SACRAMENTO CITY USD HEAD START Funded Enrollment: 592

Administrative Office:

Serna Center
5735 47th Avenue
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln

3324 Glenmoor Drive
Sacramento, CA 95827

Bowling Green - Chacon

6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy

4211 Turnbridge Drive
Sacramento, CA 95823

CAJ Skills Center

5451 Lemon Hill Avenue
Sacramento, CA 95824

Camelia

6600 Cougar Drive
Sacramento, CA 95828

Clayton B. Wire Elementary

100 El Paraiso Avenue
Sacramento, CA 95824

Earl Warren

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble

7495 29th Street
Sacramento, CA 95822

Elder Creek

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

3525 Martin Luther King Jr.
Blvd.
Sacramento, CA 95817

Golden Empire

9045 Canberra Drive
Sacramento, CA 95826

Hiram Johnson

3535 65th Avenue
Sacramento, CA 95820

H. W. Harkness

Elementary
2147 54th Avenue
Sacramento, CA 95822

James W. Marshall

9045 Appleton Road
Sacramento, CA 95827

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2025-2026

John Bidwell
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Drive
Sacramento, CA 95831

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Parkway
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett
6032 36th Avenue
Sacramento, CA 95824

Susan B. Anthony
7864 Detroit Blvd.
Sacramento, CA 95832

Washington
530 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

**SAN JUAN USD
HEAD START
Funded Enrollment:
640**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Citrus Heights, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

**Ralph Richardson
Elementary**
4848 Cottage Way
Carmichael, CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
148**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
85**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

SACRAMENTO COUNTY HEAD START AND EARLY HEAD START SITE LOCATIONS 2025-2026

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
746**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95820

Alder Grove I/T
2640 A/B Muir Way
Sacramento, CA 95818

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings
10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City
7220 24th Street
Sacramento, CA 95822

Collis P Huntington
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Drive
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Florin Grammar
8383 Florin Road
Sacramento, CA 95828

Freedom Park
6015 Watt Avenue, Suite 5
North Highlands, CA 95660

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview Road
Sacramento, CA 95832

Marina Vista
263 Seavey Circle
Sacramento, CA 95818

Marisol Village
475 Pipeline Street
Sacramento, CA 95811

Mather
10546 Peter A. McCuen Road
Mather, CA 95655

Norma Johnson
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview Drive
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Drive
Sacramento, CA 95823

Sharon Neese
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Spinelli
3401 Scotland Drive
Antelope, CA 95843

Walnut Grove
14273 River Road
Walnut Grove, CA 95690

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
166**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr. Center
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
52**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

**Rio Linda Early Learning
Center**
631 L Street
Rio Linda, CA 95673

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
24**

American Legion
3801 Broadway
Sacramento, CA 95817

Elder Creek
7800 Lemon Hill Avenue
Sacramento, CA 95824

ACTION ITEM II-C-5

Approval of the 2025-2026 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

Presenter: Karen Griffith

RECOMMENDATION:

Approve the Program Year 2025-2026 SETA Head Start and Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Program Year 2025-2026 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$527,209 for Head Start and \$280,063 for Early Head Start.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, Fiscal Department, and the Governance/Family Engagement Coordinator to provide input on the plan and correlating budget.

Staff will be available to answer questions.

The Training and Technical Assistance Plan is attached.



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family-focused, including education, health, nutrition, mental health, and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem, and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions that impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train, and retain the highest quality staff. Ongoing training and technical assistance ensure that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values, and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan that carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, ongoing monitoring results, Desired Results, and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members, and delegate agency directors. Participants share information about their community assessment results, Program Self-Assessment, most recent ERSEA, and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. Several areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees, which include staff, parents, and countywide content coordinators, update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies.



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

APPROACH TO TRAINING, TECHNICAL ASSISTANCE, AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2025-2026 reflect the combined needs identified and prioritized by parents on the Refunding Grant Application Committee and parents on the Budget/Planning Review Committee. The resulting goals were established in the 2025-2026 Self-Assessment Action Plan through careful analysis of results from PIR, Community Assessment, countywide goals, ongoing monitoring, DRDP, and ERSEA reports.

A systematic approach was taken to ensure that our 2025-2026 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) ongoing monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Five-Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Five-Year Goals and Objectives, and the Self-Assessment Action Plan. Items that were modified on the current T/TA to support specific PIP goals, are denoted with an asterisk

*

TRAINING DELIVERY

SETA Head Start offers a variety of formal and informal forums to ensure professional growth and staff development are current with all staff and program needs and requirements. Training is provided utilizing the following methods:

- Pre-service training at the beginning of the year provides a look at new initiatives and procedures, as well as a review of program focal areas..
- Individualized Coaching Model is provided by Content Specialists, TOSAs, and internal trained presenters.
- New Teacher Training—Additional training is provided to new teachers. Topics include assessments, planning, individualizing, curriculum, parent involvement, nutrition, health and safety, mental health, and children with disabilities.
 - New Staff Orientation-Training is provided to all new staff in a week-long training model focusing on the interconnectedness of hoe each of the Head Start service area affect and overlap each other.
- Training Events—Select training topics may be offered on evenings and weekends utilizing community partners and local agencies.
- ECE Staff will attend the California Head Start Association Conferences to remain up to date on best practices, as well as maintain connections to Regional and State/ Head Start Agencies.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured every month. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; SA= Self-Assessment Program Improvement Plan; BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source HS EHS		Notes
Child Services and Consultants							
A. Consultants							
The program will use consultants as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards.	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure the best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 25/26	\$8,000	\$2,500	BP
Parent Services							
A. Parent Opportunities							
Parents will be recruited to train for a variety of apprentice-type jobs, including working with the ERSEA Unit and the Health Unit.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2025-July 2026	\$6,000		BP
Parent Workshops and Training	HS/EHS parents	Content area experts	. Parents will be offered a variety of workshops on topics they have requested including Accessing Services	Quarterly-October 2025-ongoing	\$2,000	\$1,000	G/O



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			for Children with Exceptional Needs, Financial Literacy and Rent Law, Toastmasters, and Mental Health/Trauma workshops				
Parent Workshops on healthy eating for children and families, accessing food services in the community, easy and healthy recipes to prepare at home.	HS/EHS Parents	Content Area Experts from the Community	SETA families will be offered opportunities to learn more about ways to promote children's and family's health, the importance of physical activity, and food budgeting. Parents will also be given information about how to access SNAP and WIC benefits if necessary, and other food access services in the community		\$4,000	\$1,000	PS
Ready Rosie Family Literacy Events	HS/EHS Parents	Education Coordinator and HS staff	4- parent events will be offered around the ReadyRosie parenting curriculum and opportunities to engage in projects that reinforce literacy development in children birth-5 years old	October February April July	\$4,000	\$500	G/O
PAC/PC Council	PAC and PC Members	Various Representatives from the Community	PAC/PC members will have the opportunity to enhance and broaden their leadership skills.	October 2025-July 2026	\$3,000	\$1,000	BP



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
Family Literacy Project	HS/EHS Staff	Book Companies and HS Staff	Parents will be given a quarterly book, along with activity sheets to do monthly with their children. Activity sheets will focus on literacy and math skills that parents can easily do at home with their children. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation	August 2025-July 2026	\$18,000	\$4,000	BP
Improve Management Systems and compliance with Head Start Performance Standards							
Staff Support and Professional Development							
Mentor/Coach Training	Mentor Coaches	HS Program Officers Consultants	Mentors/Coaches will learn the Continuous Improvement Cycle of, Inquiry, Growth Mindset, and strength-based coaching to support all programs and staff.	August 2025-July 2026	\$2,000		SA- G/O
Coaching Companion	Education	SETA Staff	SETA staff will coach	August 2025-	\$3,000		BP



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
	Coordinators and Mentor Coaches		teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants	July 2026			
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in online professional growth opportunities.	August 2025-July 2026	\$3,000	\$1,000	BP
Countywide Home Visiting Conference	HS/EHS Staff	Home Base Education Coordinators	Countywide training Opportunity for best Home Visiting Practices	October 2025	\$3000	\$1,000	BP
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching and share resources.	August 2025-July 2026	\$1,000		SA and G/O
Improve Family and Community Partnership Relationships	Program Officers, FSWS	Program Officers and Coordinators	Staff will improve their documentation skills and obtain a clearer understanding of the FPS process and the alignment to the PFCE Framework.	August 2025-July 2026	\$1,000	\$500	G/O SA
Training and Staff Development							
On-going training and conference opportunities	EHS and HS staff	Trainers, conferences, and	Staff will be offered the opportunity to engage in a	August 2025-July 2026	\$85,044	\$2289	M



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
and other resources		resources are to be determined.	variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.				
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff to ensure best practices continue in the area of social/emotional support for HS children.	To be determined	\$5,100		BP & G/O
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	TeachStone	Teach Stone will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assesses. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.	To be determined	\$6,000	\$1,000	BP & SA
Trauma Responsive Training and Self-Care	HS Staff	Trainers, resources, and	To improve knowledge about trauma and its	August 2025-July 2026	\$1,000	\$1,000	SA



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
		coaching	impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children. Improve knowledge of how self-care strategies for staff will improve the incidents of challenging behavior in the classroom.				
Curriculum Focus on STEM and Nurtitions	HS Staff	SETA Staff	Staff will be allowed to participate in ongoing training in STEM practices and integrate Money will be used to provide materials for make-and-take and to enhance curriculum activities in the classroom.	August 2025- July 2026	\$4,000	\$1,000	SA
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tools. Consultants will also provide reports to staff for continuous	March 2026	\$6,000	\$1,000	SA



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			improvement and feedback.				
Family Development Credential	FSW and Home Visitors	Consultants	Countywide staff will be allowed to participate in this monthly training. The expected outcomes include increased quality services to parents, looking at strength-based approaches to family engagement, and an opportunity to network and collaborate across agencies.	October 2025- July 2026	\$8,000		BP
Early Childhood Education Class	HS/EHS Staff	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better-prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll to obtain ECE units and an opportunity to apply for AT vacancies.	August 2025	\$6,000	\$2,000	BP & SA
Career Incentive Plan	HS/EHS Staff	Community College and Universities and	Staff will have the opportunity to be reimbursed a set amount of money	August 2025- July 2026	\$18,000	\$4,000	BP /SA



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN 2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
		Teacher Credentialing	annually to continue their education and to keep up the required teaching credentials.				
Nutrition Activities	HS/EHS Staff and children	Coordinator and Local Nutrition Agency	Staff will have opportunities to incorporate cooking activities and nutrition activities into monthly curriculum projects. Gives children the opportunity to prepare and eat healthy snacks and learn about the benefits of eating from the rainbow, Home activities will be incorporated monthly.	August 2025-July 2026	\$3,000	\$1,000	BP
Safety and Supervision Training	HS/EHS Staff	HS Program Officers Consultants	Consultants and HS staff will be used to implement enhanced safety and supervision training for SETA staff and Delegate agency staff. This will be used to also include classroom materials.	August 2024-July 2025	\$1,000	\$500	SA
Delegate Support Services							
Delegate/Partner Support Services	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support of policies and procedures and monitoring processes	November 2025	\$7,000		BP



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN
2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA Budget Source		Notes
					HS	EHS	
			between the grantee delegate and partner agencies. The grantee may also host its annual Delegate Kick-off meeting.				
Delegate Support for Conferences	Delegate Staff	Regional Workshops	Delegates and partners will be supported in sending staff to identified conferences including: PAT, NHSA Family Engagement, Region 9 Family Engagement	August 2025-July 2026	\$9,000		BP
Delegate T/TA and Enhanced Monitoring	Delegate Staff	HS Managers, Coordinators, and QA Staff	Identified SETA will work with delegate staff to ensure that systems are up-to-date, and policies and procedures are being monitored	August 2025-July 2026	No Cost		BP
Subtotal					\$217,144	\$26,289	
Personnel Fringe Benefits	Countywide Training and Technical Assistance Support	Content Coordinators and Specialists	Grantee staff provide ongoing training and technical assistance to SETA Operated and/or delegate agency/partner staff. Training/Technical Assistance is provided upon request, as a result of monitoring outcomes and/or corrective action/program	August 2025-July 2026	\$126,859 \$75,291	\$126,859 \$75,291	



HS/EHS TRAINING AND TECHNICAL ASSISTANCE PLAN
2025-2026

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/TTA		Notes
					Budget Source		
					HS	EHS	
			improvement opportunities.				
TOTAL for SETA Operated Program					\$419,294	\$228,439	



Sacramento County Head Start & Early Head Start 5 Year Goals and Objectives 2025-2029

Goal #1- School Readiness

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

Goal #2- Health and Safety

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

Goal #3- Family and Community Engagement

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

Goal #4- Enrollment

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

ACTION ITEM II-C-6

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

Presenter: Karen Griffith

RECOMMENDATION:

Approve the budget modification request for the 2024-25 Head Start Basic and Early Head Start Basic Funds (09CH012795)

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification request for the PY 24/25 Head Start Basic (\$553,650) and Early Head Start Basic (\$400,328) totaling **\$953,978**.

The funding is mainly to be utilized towards funding the CP Huntington HS/EHS Classrooms in PY 2025-2026. These funds will be carried forward at the end of the 2024-2025 program year. Additionally, funds will be added to the Travel (out-of-state) category to allow for staff to attend WIPFLI (7 Staff) and the National Head Start Annual Conference (4 Staff/PAC/PC members).

SETA staff are available for any questions.



**Budget Justification for Budget Modification Request
for Program Year 2024-2025
Head Start and Early Head Start Basic and Training and Technical Assistance
(T&TA)
09CH012795**

The Budget Justification addresses the following two requests:

- 1.) A Budget Modification for PY 2024-25 Head Start and Early Head Start Basic and T&TA funding.

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the PY 24/25 Head Start Basic (\$553,650) and Early Head Start Basic (\$400,328) totaling **\$953,978**. The funds are being repurposed from underspent funds from Fringe Benefits, Equipment (projects no longer needed), Supplies and Other and being moved to Personnel and Travel (out-of-state).

Details of the Budget Modification are provided below.

Head Start Basic Budget Modification

Personnel – (\$543,650)

SETA is requesting a budget modification to move funds to its personnel cost category. The funds would be utilized and carried forward to help fund the additional staffing needed to support classrooms that are transitioning slots during the 25-26 program year. This plan is in alignment with strategies to maintain full enrollment.

Travel - (\$10,000)

SETA has two remaining out-of-state conferences that staff and PAC/PC members will be attending: The National Head Start Annual Conference (Columbus, Ohio – 4 Attendees) and the WIPFLI Annual Conference (Las Vegas, NV – 7 Attendees). SETA is requesting additional funds to send staff to the conferences to bring back knowledge, new ideas and resources that could be utilized throughout the program.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$14,922,086	\$543,650	\$15,465,736
Fringe Benefits	8,956,494	(320,000)	8,636,494
Travel	85,500	10,000	95,500
Equipment	-	-	-

Supplies	415,000	(50,000)	365,000
Contractual	22,399,293	-	22,399,293
Construction	-	-	-
Other	5,372,287	(183,650)	5,188,637
Total	52,150,660	-	52,150,660

Early Head Start Basic Budget Modification

Personnel – (\$389,328)

SETA is requesting a budget modification to move funds to its personnel cost category. The funds would be utilized and carried forward to help fund additional staffing needed to support classrooms that are transitioning slots during the 25-26 program year. This plan is in alignment with strategies to maintain full enrollment.

Equipment

SETA previously had a play structure approved in the original PY 24/25 budget. However, due to a change in the needs for the program, SETA is requesting to move these funds to other cost categories.

Travel – (\$11,000)

SETA has two remaining out-of-state conferences that staff and PAC/PC members will be attending: The National Head Start Annual Conference (Columbus, Ohio – 4 Attendees) and the WIPFLI Annual Conference (Las Vegas, NV – 7 Attendees). SETA is requesting additional funds to send staff to the conferences to bring back knowledge, new ideas and resources that could be utilized throughout the program.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$7,457,520	\$389,328	\$7,846,848
Fringe Benefits	4,312,549	(41,068)	4,271,481
Travel	24,500	11,000	35,500
Equipment	150,000	(150,000)	-
Supplies	310,000	(61,000)	249,000
Contractual	5,917,003	-	5,917,003
Construction	-	-	-
Other	1,367,573	(148,260)	1,219,313
Total	19,539,145	-	19,539,145

ACTION ITEM II-C-7

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

Presenter: Karen Griffith

RECOMMENDATION:

Approve the budget modification request for the 2023-24 Head Start Basic and Early Head Start Basic Funds (09CH011763)

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification request for the PY 23/24 Head Start Basic (\$518,871) and Early Head Start Basic (\$527,000) totaling **\$1,045,871**.

SETA previously had equipment projects approved for this funding; however, due to a change in the needs of the program, SETA is requesting to move the funds to other cost categories. Projects no longer being completed will be the Shade Structures at Walnut Grove and Galt (completed as a non-equipment project) and Play Structure at Elkhorn (HS), Marina Vista (HS), Cap City (HS), Hopkins Park (HS), Hillsdale (EHS) and Marina Vista (EHS). The Northview Office Pod will be consolidated with the Construction funding already approved for this program year. The HVAC projects were completed with Head Start American Rescue Plan Act Funds. This funding will be modified to the Supplies and Other (deferred maintenance projects) categories to ensure a safe, high-quality classroom environment.

Twin Rivers Unified School District (TRUSD) is requesting approval for the purchase and installation of a Play Structure unit (Equipment) at their Morey Avenue Elementary site. The current play structure at the site is over two decades old and is need of a replacement. The project cost is \$83,600.

SETA staff are available for any questions.



**Budget Justification for Budget Modification Request for Program Year 2023-2024
Head Start and Early Head Start Basic and Training and Technical Assistance
09CH011763 (T&TA)**

The Budget Justification addresses the following request:

- 1.) A Budget Modification for PY 2023-2024 Head Start and Early Head Start Basic and T&TA funding.

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the PY 23/24 Head Start Basic (\$518,871) and Early Head Start Basic (\$527,000) totaling **\$1,045,871**. The funds are being repurposed from underspent funds from Travel (out-of-state) and Equipment (cost savings/projects no longer needed) and being moved to Supplies, Contractual and Other.

Details of the Budget Modification are provided below.

Head Start Basic Budget Modification

Equipment

SETA previously had play structures approved for other sites. However, due to a change in the needs for the program, SETA is requesting to move the funds to other cost categories. Projects no longer being completed will be the Shade Structure at Walnut Grove (completed as a non-equipment project) and Play Structure at Elkhorn, Marina Vista, Cap City and Hopkins Park. The Northview Office Pod will be consolidated with the Construction funding already approved for this program year. The HVAC projects were completed with Head Start American Rescue Plan Act Funds.

Supplies – (\$262,000)

SETA will also be using funds to continue to purchase various classroom supplies, furniture as needed to ensure a quality program, including safe and healthy environments. SETA has also noticed an increase in price for all supplies (classroom, office and technology) across the board.

Contractual – (\$83,600)

Twin Rivers USD (TRUSD) is requesting prior approvals to purchase and install a new play structure at their Morey Avenue Elementary site. The play structure is in need of replacement as the current structure at the site has been in use for over twenty years. The total cost of the project is \$83,600.

Other – (\$256,871)

SETA will repurpose funds to be used towards covering various deferred maintenance costs at various centers. The projects will be used to ensure the sites and classrooms maintain a safety and high-quality environment, indoors and outdoors, for the children.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$15,230,106	\$-	\$15,312,506
Fringe Benefits	8,585,332	-	8,689,832
Travel	114,000	(11,710)	102,290
Equipment	507,161	(507,161)	-
Supplies	540,000	262,000	720,000
Contractual	29,407,291	-*	29,407,291
Construction	325,734	-	325,734
Other	6,075,380	256,871	6,227,351
Total	60,785,004	-	60,785,004
*TRUSD is requesting for prior approvals for a play structure purchase and installation at Morey Avenue Elementary totaling \$83,600. There is no change to this cost category.			

Early Head Start Basic Budget Modification**Equipment**

SETA previously had play structures approved for other sites. However, due to a change in the needs for the program, SETA is requesting to move the funds to other cost categories. Projects no longer being completed will be the Shade Structure at Galt (completed as a non-equipment project) and Play Structures at Hillsdale and Marina Vista.

Other – (\$527,000)

SETA will repurpose funds to be used towards covering various deferred maintenance costs at various centers. The projects will be used to ensure the sites and classrooms maintain a safety and high-quality environment, indoors and outdoors, for the children.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$6,401,705		\$6,401,705
Fringe Benefits	3,530,395		3,530,395
Travel	-		-
Equipment	300,000	\$(300,000)	-
Supplies	614,753	(227,000)	387,753
Contractual	5,604,890		5,604,890
Construction	1,010,000		1,010,000
Other	1,673,395	527,000	2,200,395
Total	19,135,138	-	19,135,138

INFORMATION ITEM III-A
Fiscal Monitoring Reports

Presenter: Karen Mora

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Rejie Baloyos

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Asian Resources, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 560,000	10/1/23-9/30/24	1/1/24-9/31/24
RSS	ES	\$ 220,500	10/1/23-9/30/24	1/1/24-9/31/24
RSS	OJT	\$ 242,000	10/1/23-9/30/24	1/1/24-9/31/24
RSS	Add'l SS	\$ 71,320	10/1/23-9/30/24	1/1/24-9/31/24
RSS	HAU	\$ 244,595	10/1/23-9/30/25	1/1/24-9/31/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☒ Special ☒ Final

Date of Review: February 2025

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Stand Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from January 1, 2024 to September 30, 2024.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff

DATE: March 25, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Bach Viet Association, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 1,500,000	10/1/23-9/30/24	1/1/24-9/30/24
RSS	ES	\$ 700,000	10/1/23-9/30/24	1/1/24-9/30/24
RSS	OJT	\$ 950,000	10/1/23-9/30/24	1/1/24-9/30/24
RSS	Add'l SS	\$ 263,564	10/1/23-9/30/24	1/1/24-9/30/24
RSS	HAU	\$ 513,544	8/3/23-9/30/25	1/1/24-9/30/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: March 2025

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Stand Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from January 1, 2024 to September 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Rhonda Balmain

DATE: April 3, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of FCUSD - Adult Education

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	ELL	\$160,000	10/1/23 - 9/30/24	10/1/23 - 9/30/24
RSS	Additional SS	\$ 16,100	10/1/23 - 9/30/24	10/1/23 - 9/30/24
RSS	HAU	\$ 27,560	8/3/23 – 9/30/25	8/3/23 – 9/30/24

Monitoring Purpose: Initial X Follow-Up Special Final X

Date of review: February 5, 2025

Follow up:

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

Program Operator: Folsom Cordova Unified School District - Adult Education

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

cc: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Kathy Chao-Rothberg

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 1,600,000	10/1/23-9/30/24	4/1/24-9/30/24
RSS	Stand Al.	\$ 750,000	10/1/23-9/30/24	4/1/24-9/30/24
RSS	OJT	\$ 565,810	10/1/23-9/30/24	4/1/24-9/30/24
RSS	Add'l SS	\$ 287,372	10/1/23-9/30/24	4/1/24-9/30/24
RSS	HAU	\$ 382,395	8/3/23-9/30/25	4/1/24-9/30/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: January 2025

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

Program Operator: Lao Family Community Development, Inc.

Findings and General Observations:

We have reviewed the Refugee programs including Vocational English as a Second Language (VESL), English as a Second Language-Stand Alone (ES-Stand Alone) Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from April 1, 2024 to September 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Cindy Newton

DATE: April 3, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of North Central Counties Consortium

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	CAREER TET-NDWG	\$881,998	9/24/21 - 9/30/24	10/1/23 - 9/30/24

Monitoring Purpose: Initial ☐ Follow-Up ☐ Special ☐ Final ☒

Date of review: 1/31/25

Follow up: 2/19 – 2/25

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

Program Operator: North Central Counties Consortium

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

cc: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy

DATE: March 12, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

PROGRAM ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG Safety Net	\$30,000	1 /01/24-12/31/24	1/01/24-12/31 /24

Monitoring Purpose: Initial: Follow-up: Special: Final: X

Date of review: February 2025

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

Program Operator: River City Food Bank

Findings and General Observations:

We have reviewed the CSBG Safety Net program from January 1 , 2024 to December 31 , 2024. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Anita Maldonado

Governing Board

MEMORANDUM

TO: Major Rio Ray, Corp Officer

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk fiscal monitoring of The Salvation Army

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 75,000	1/1/2024-12/31/2024	1/1/2024-12/31/2024

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: February 2025

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	Yes	N/A
9	Indirect Cost Allocation	Yes	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	Yes	N/A
12	Equipment Records	Yes	N/A

Program Operator: The Salvation Army

Findings and General Observations:

We have reviewed the Community Service Block Grant Safety Net program from January 1, 2024 to December 31, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Waking the Village

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Family SS	\$ 85,000	1/1/24-12/31/24	1/1/24-12/31/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: March 2025

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

Program Operator: Waking the Village

Findings and General Observations:

We have reviewed the Community Service Block Grant, Family Self-Sufficiency program from January 1, 2024 to December 31, 2024. The Costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Tamara Boytsan

DATE: April 3, 2025

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Yolo County HHSA

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Career TET - NDWG	\$ 669,495	9/24/21 – 9/30/24	10/1/23 – 9/30/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: 1/24/25

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

Program Operator: Yolo County HHSA

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

N/A

CC: Anita Maldonado
Governing 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 April 15, 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			
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	Administrative Fiscal Analyst	1
	9	Animal Services Officer	1
	9	Fleet Supervisor	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- Fiscal	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

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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	3	Carpenter	1
	9	Code Enforcement Officer	2
	9	Customer Service Specialist	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher I	1
	9	Equal Employment Manager	1
	9	Equipment Mechanic II	1
	9	Events Associate	1
	9	Events Coordinator	1
	9	Events Services Supervisor	1
	9	Executive Director Water Forum	1
	9	General Intern	2
	7	Information Technology Trainee	1
	9	Instrument Technician II	2
	3	Junior Engineer	
	9	Labor Relations Analyst	1
	9	Marina Aide	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

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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			
City of Sacramento	9	Process Control Systems Specialist	1
	9	Program Manager-Community Outreach	1
	9	Program Specialist	2
	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	Student Trainee Police Department	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
	9	Youth Aide	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			
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
	9	Assistant Chief Criminal Investigator	1
	7	Assistant Chief Information Officer	1
	9	Assistant Director of Airports	1
	3	Associate Electrical Engineer	1
	9	Associate Real Property Appraiser	1
	9	Automotive Technician	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	Criminal Investigator Level I/II	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

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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			
County of Sacramento	9	Engineering Aide Land Surveying	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist Level I/II	1
	9	Epidemiologist	1
	9	Estate Inventory Specialist	1
	9	Facilities Manager	1
	9	Facilities Trades Operations Supervisor	1
	9	Family Service Supervisor	1
	9	Family Service Worker Level I/II	1
	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Food Service Cook	1
	9	Food Service Worker	1
	9	Highway Maintenance Worker	1
	9	Human Resources Manager I	1
	9	Human Services Division Manager	1
	9	Human Services 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
	9	Landfill Equipment Operator III	1
	3	Lead Electrician	1
	9	Legal Secretary I	1
	6	Medical Assistant Level I/II	1
	6	Nutrition Assistant Level I/II	1
	9	Office Assistant Level I/II	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			
County of Sacramento	9	Park Ranger	1
	9	Park Ranger Recruit	1
	9	Personnel Analyst	1
	9	Pharmacist	1
	9	Planning Technician	1
	3	Plumber	1
	9	Principal Engineering Technician	1
	9	Principal Planner	1
	9	Printing Services Operator Level I/II	1
	9	Process Server	1
	9	Real Property Appraiser Level I/II	1
	9	Recreation Aide	1
	9	Recreation Leader	1
	9	Retirement Services Supervisor	1
	6	Safety Specialist	1
	9	Sanitation District Mechanic III	1
	9	Scale Attendant I	1
	9	Secretary to Member of Board of Supervisors	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Airport Manager	1
	9	Senior Airport Planner	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 Economic Development and Marketing Specialist	1
	9	Senior Election Assistant	1
	9	Senior Engineering Technician	1
	9	Senior Landscape Architect	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

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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			
County of Sacramento	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	Stormwater Utility Manager	1
	9	Supervising Animal Control Officer	1
	3	Supervising Building Inspector	1
	9	Supervising Deputy Clerk, Board of Supervisors	1
	9	Supervising Probation Officer	1
	9	Supervising Waste Management Specialist	1
	9	Traffic Signs Maintenance Worker II	1
	9	Veterans Claims Representative	1
	9	Waste Management Program Assistant	1
	9	Waste Management Program Manager II	1
	9	Waste Management Superintendent	1
	9	Workforce Coordinator	1
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

SETA- Employer Activity Report

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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			
Los Rios Community College District	4	Art 2D Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor	2
	4	Art Adjunct Assistant Professor Pool	1
	4	Art History Adjunct Assistant Professor Pool	1
	4	Athletic Trainer	1
	4	Automotive Mechanics Technology Assistant Professor	1
	4	Aviation Adjunct Assistant Professor Pool	2
	4	Aviation Assistant Professor	1
	4	Biology Adjunct Assistant Professor	1
	4	Building Inspection Technology Assistant Professor	1
	4	Campus Operations Supervisor	1
	4	Chemistry Assistant Professor	1
	4	Child Development Center Teacher	1
	4	Classified Recruit Training Officer	1
	4	Clerk III	3
	4	College Nurse Clinician	1
	4	Commercial Music Adjunct Assistant Professor	2
	4	Computer Information Science Assistant Professor	1
	4	Confidential Human Resources Generalist	2
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	2
	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 Career Education	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

SETA- Employer Activity Report

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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			
Los Rios Community College District	4	Donor Relations Specialist	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Emergency Medical Technician Paramedic Adjunct Assistant Professor	1
	4	Employer Engagement Specialist - Special Projects	1
	4	Engineering Adjunct Assistant Professor	1
	4	Engineering Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language Adjunct Assistant Professor Pool	1
	4	Facilities Steward	1
	4	Fashion Adjunct Assistant Professor	1
	4	Film and Media Adjunct Assistant Professor Pool	1
	4	Financial Aid Technician	2
	4	Fire Technology Adjunct Assistant Professor Pool	1
	4	Fire Technology Coordinator	1
	4	Geography Assistant Adjunct Professor	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	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

SETA- Employer Activity Report

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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			
Los Rios Community College District	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	Lead Maintenance Painter	1
	4	Legal Assisting Assistant Adjunct Professor	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Technician I	1
	4	Maintenance Technician II	1
	4	Mathematics Adjunct Assistant Professor Pool	1
	4	Media Systems/Resources Technician II	1
	4	Mental Health Advocate	2
	4	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

SETA- Employer Activity Report

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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			
Los Rios Community College District	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Recruit Training Officer	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	Surgical Technologist Assistant Professor	1
	4	Theater Arts Film Adjunct Assistant Professor Pool	1
	4	Theatre Arts Adjunct Assistant Professor	1
	4	Theatre Arts Technical Adjunct Assistant Professor Pool	1
	4	Tutoring Adjunct Coordinator Pool	1
	4	Veterinary Animal Health Technology Adjunct Assistant Professor Pool	1
	4	Veterinary Technology Adjunct Assistant Professor Pool	1
	4	Vice President of Instruction	2
	4	Vice President of Student Services	1
	4	Vice President of Student Services & Equity	1
	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

SETA- Employer Activity Report

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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			
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			424

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 April 15, 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

Dislocated Worker Information PY 2024/2025

The following is an update of information as of April 15, 2025

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

Dislocated Worker Information PY 2024/2025

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

Dislocated Worker Information PY 2024/2025

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EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
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
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
JOANN Fabric and Crafts 3130 Arden Way Sacramento, CA 95825	Retail	3/31/2025	Permanent	21	Sacramento, CA	Yes	Yes
JOANN Fabric and Crafts 1010 E. Bidwell St. Folsom, CA 95630	Retail	3/31/2025	Permanent	20	Folsom, CA	Yes	Yes
JOANN Fabric and Crafts 8509 Bond Rd. Elk Grove, CA 95624	Retail	3/31/2025	Permanent	20	Elk Grove, CA	Yes	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of April 15, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
JOANN Fabric and Crafts 5489 Sunrise Blvd. Citrus Heights, CA 95610	Retail	3/31/2025	Permanent	25	Citrus Heights	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
Forever 21 1689 Arden Way Sacramento, CA 95815	Retail	5/31/2025	Permanent	10	Sacramento, CA	Yes	Yes
Forever 21 13000 Folsom Blvd. Suite 607 Folsom, CA 95630	Retail	5/31/2025	Permanent	10	Folsom, CA	Yes	Yes
SKhynixAmerica, Inc. 10951 White Rock Rd. Rancho Cordova, CA 95670	Manufacturing	5/19/2025		67	Rancho Cordova, CA	Yes	Yes
Jones Lang LaSalle Americas, Inc. 4900 W. Elkhorn Blvd. Sacramento, CA 95835	Real Estate Investment	6/14/2025		77	Rancho Cordova, CA	Yes	Yes
				2,342			

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 February was 4.8%.

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

Staff will be available to answer questions.

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

Contact: Cara Welch
(916) 530-1700

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

Private education and health services led the region in month-over and year-over job growth

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 4.8 percent in February 2025, down from a revised 5.0 percent in January 2025, and below the year-ago estimate of 4.9 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.2 percent in Placer County, 4.8 percent in Sacramento County, and 5.9 percent in Yolo County.

Between January 2025 and February 2025, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 900 to total 1,093,700 jobs.

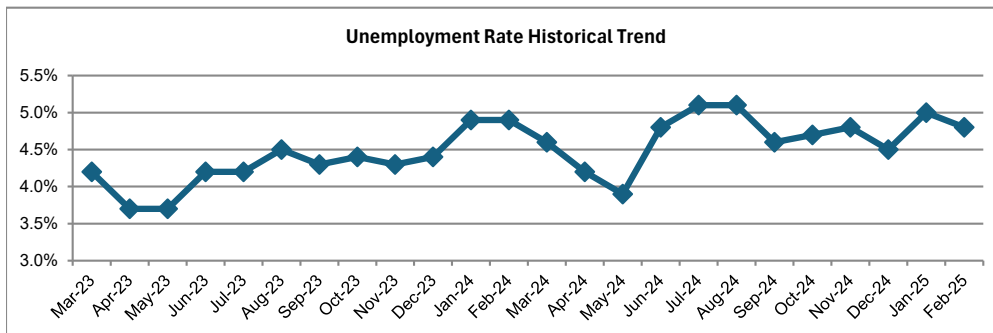
- Private education and health services led employment growth in February, adding 1,300 jobs. Job gains were reported in private educational services (up 700 jobs) and healthcare and social assistance (up 600 jobs).
- Over the month, employment in leisure and hospitality rose by 800 jobs. Accommodation and food services grew by 600 jobs while arts, entertainment, and recreation picked up 200 jobs.
- Professional and business services advanced by 800 jobs after shedding 3,700 jobs in January. Job additions were split between administrative and support and waste services (up 400 jobs) and professional, scientific, and technical services (up 400 jobs). Management of companies and enterprises remained unchanged.
- On the downside, trade, transportation, and utilities led month-over job decline, shedding 1,300 jobs. Retail trade (down 700 jobs) and transportation, warehousing, and utilities (down 700 jobs) were responsible for the decrease. Wholesale trade reported a slight gain of 100 jobs.

Between February 2024 and February 2025, total jobs in the region increased by 10,300 or 1.0 percent.

- Over the year, private education and health services payrolls advanced by 11,600 jobs. Within the industry sector, healthcare and social assistance reported an addition of 11,000 jobs, while private educational services added 600 jobs.
- Government employment expanded by 2,700 jobs when compared to last February. Local government was responsible for the growth, adding 2,900 jobs. Job declines in federal government (down 200 jobs) offset the industry gains. State government remained unchanged.
- Trade, transportation, and utilities advanced by 1,700 jobs. Transportation, warehousing, and utilities (up 1,200 jobs) was responsible for a majority the increase. Retail trade picked up 600 jobs while wholesale trade reported a slight loss of 100 jobs.
- Six industries reported year-over declines: professional and business services (down 3,000 jobs), financial activities (1,200 jobs), construction (down 500 jobs), information (down 500 jobs), leisure and hospitality (down 400 jobs) and manufacturing (down 300 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 4.8 percent in February 2025, down from a revised 5.0 percent in January 2025, and below the year-ago estimate of 4.9 percent. This compares with an unadjusted unemployment rate of 5.5 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 5.0 percent in El Dorado County, 4.2 percent in Placer County, 4.8 percent in Sacramento County, and 5.9 percent in Yolo County.



Industry	Jan-2025	Feb-2025	Change		Feb-2024	Feb-2025	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,092,800	1,093,700	900		1,083,400	1,093,700	10,300
Total Farm	7,400	7,500	100		7,400	7,500	100
Total Nonfarm	1,085,400	1,086,200	800		1,076,000	1,086,200	10,200
Mining, Logging, and Construction	73,900	73,300	(600)		73,800	73,300	(500)
Mining and Logging	400	400	0		400	400	0
Construction	73,500	72,900	(600)		73,400	72,900	(500)
Manufacturing	39,400	39,300	(100)		39,600	39,300	(300)
Trade, Transportation, and Utilities	168,500	167,200	(1,300)		165,500	167,200	1,700
Information	9,100	9,100	0		9,600	9,100	(500)
Financial Activities	45,700	45,600	(100)		46,800	45,600	(1,200)
Professional and Business Services	130,900	131,700	800		134,700	131,700	(3,000)
Private Education and Health Services	205,300	206,600	1,300		195,000	206,600	11,600
Leisure and Hospitality	110,800	111,600	800		112,000	111,600	(400)
Other Services	38,200	38,500	300		38,400	38,500	100
Government	263,600	263,300	(300)		260,600	263,300	2,700

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

Labor force data are revised month to month

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

Data Not Seasonally Adjusted

	Feb 24	Dec 24	Jan 25 Revised	Feb 25 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,177,100	1,183,100	1,190,900	1,195,200	0.4%	1.5%
Civilian Employment	1,119,500	1,129,400	1,131,700	1,137,300	0.5%	1.6%
Civilian Unemployment	57,600	53,700	59,200	58,000	-2.0%	0.7%
Civilian Unemployment Rate	4.9%	4.5%	5.0%	4.8%		
(CA Unemployment Rate)	5.4%	5.2%	5.5%	5.5%		
(U.S. Unemployment Rate)	4.2%	3.8%	4.4%	4.5%		

Total, All Industries (2)	1,083,400	1,110,400	1,092,800	1,093,700	0.1%	1.0%
Total Farm	7,400	7,700	7,400	7,500	1.4%	1.4%
Total Nonfarm	1,076,000	1,102,700	1,085,400	1,086,200	0.1%	0.9%
Total Private	815,400	837,700	821,800	822,900	0.1%	0.9%
Goods Producing	113,400	115,800	113,300	112,600	-0.6%	-0.7%
Mining, Logging, and Construction	73,800	75,800	73,900	73,300	-0.8%	-0.7%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	73,400	75,400	73,500	72,900	-0.8%	-0.7%
Construction of Buildings	15,000	15,500	15,100	15,000	-0.7%	0.0%
Specialty Trade Contractors	51,000	51,100	49,700	49,000	-1.4%	-3.9%
Foundation, Structure, and Building Exterior	13,300	12,800	12,200	12,000	-1.6%	-9.8%
Building Equipment Contractors	22,300	22,000	21,500	21,400	-0.5%	-4.0%
Building Finishing Contractors	10,400	11,100	10,700	10,500	-1.9%	1.0%
Manufacturing	39,600	40,000	39,400	39,300	-0.3%	-0.8%
Durable Goods	25,400	25,700	25,300	25,300	0.0%	-0.4%
Computer and Electronic Product Manufactu	4,400	4,300	4,200	4,200	0.0%	-4.5%
Non-Durable Goods	14,200	14,300	14,100	14,000	-0.7%	-1.4%
Food Manufacturing	5,800	6,400	6,200	6,200	0.0%	6.9%
Service-Providing	962,600	986,900	972,100	973,600	0.2%	1.1%
Private Service Providing	702,000	721,900	708,500	710,300	0.3%	1.2%
Trade, Transportation, and Utilities	165,500	174,700	168,500	167,200	-0.8%	1.0%
Wholesale Trade	28,300	28,600	28,100	28,200	0.4%	-0.4%
Merchant Wholesalers, Durable Goods	16,100	16,100	15,900	15,900	0.0%	-1.2%
Merchant Wholesalers, Nondurable Goods	10,700	11,000	10,800	10,800	0.0%	0.9%
Retail Trade	96,600	101,500	97,900	97,200	-0.7%	0.6%
Motor Vehicle & Parts Dealer	14,300	14,200	14,100	14,100	0.0%	-1.4%
Building Material and Garden Equipment and	8,400	8,600	8,300	8,400	1.2%	0.0%
Grocery and Convenience Retailers	20,100	20,600	20,400	20,400	0.0%	1.5%
General Merchandise Retailers	20,000	22,700	21,400	21,000	-1.9%	5.0%
Health and Personal Care Retailers	5,200	5,300	5,000	4,900	-2.0%	-5.8%
Clothing, Clothing Accessories, Shoe, and Je	6,400	7,600	6,900	6,700	-2.9%	4.7%
Sporting Goods, Hobby, Musical Instrument,	10,500	11,000	10,600	10,500	-0.9%	0.0%
Transportation, Warehousing, and Utilities	40,600	44,600	42,500	41,800	-1.6%	3.0%
Information	9,600	9,400	9,100	9,100	0.0%	-5.2%
Publishing Industries	2,300	2,100	2,000	2,000	0.0%	-13.0%
Telecommunications	2,300	2,200	2,200	2,200	0.0%	-4.3%
Financial Activities	46,800	46,800	45,700	45,600	-0.2%	-2.6%
Finance and Insurance	28,900	28,900	28,500	28,400	-0.4%	-1.7%
Credit Intermediation and Related Activities i	8,100	8,100	8,000	7,900	-1.3%	-2.5%
Depository Credit Intermediation including M	5,000	5,100	5,000	5,000	0.0%	0.0%
Nondepository Credit Intermediation	1,700	1,700	1,700	1,700	0.0%	0.0%
Insurance Carriers and Related Activities	17,400	17,700	17,400	17,400	0.0%	0.0%
Real Estate and Rental and Leasing	17,900	17,900	17,200	17,200	0.0%	-3.9%
Real Estate	13,800	14,400	13,800	13,700	-0.7%	-0.7%
Professional and Business Services	134,700	134,600	130,900	131,700	0.6%	-2.2%
Professional, Scientific, and Technical Service	62,500	59,400	58,100	58,500	0.7%	-6.4%
Architectural, Engineering, and Related Ser	10,400	10,900	10,800	10,800	0.0%	3.8%
Management of Companies and Enterprises	15,300	15,700	15,600	15,600	0.0%	2.0%
Administrative and Support and Waste and Re	56,900	59,500	57,200	57,600	0.7%	1.2%
Administrative and Support Services	53,600	56,100	53,700	54,200	0.9%	1.1%

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

Data Not Seasonally Adjusted

	Feb 24	Dec 24	Jan 25 Revised	Feb 25 Prelim	Percent Change	
					Month	Year
Employment Services	16,300	17,000	15,600	15,800	1.3%	-3.1%
Services to Buildings and Dwellings	17,800	19,300	18,500	18,500	0.0%	3.9%
Private Education and Health Services	195,000	206,000	205,300	206,600	0.6%	5.9%
Private Educational Services	16,900	17,200	16,800	17,500	4.2%	3.6%
Health Care and Social Assistance	178,100	188,800	188,500	189,100	0.3%	6.2%
Ambulatory Health Care Services	63,700	66,800	66,100	66,400	0.5%	4.2%
Hospitals	27,300	28,800	28,900	29,000	0.3%	6.2%
Nursing and Residential Care Facilities	19,300	20,900	20,900	21,000	0.5%	8.8%
Leisure and Hospitality	112,000	111,800	110,800	111,600	0.7%	-0.4%
Arts, Entertainment, and Recreation	21,400	21,300	21,700	21,900	0.9%	2.3%
Accommodation and Food Services	90,600	90,500	89,100	89,700	0.7%	-1.0%
Accommodation	9,300	9,200	9,100	9,000	-1.1%	-3.2%
Food Services and Drinking Places	81,300	81,300	80,000	80,700	0.9%	-0.7%
Restaurants and Other Eating Places	76,900	76,800	75,700	76,300	0.8%	-0.8%
Full-Service Restaurants	33,000	33,300	32,700	32,900	0.6%	-0.3%
Limited-Service Restaurants and Other Ea	43,900	43,500	43,000	43,400	0.9%	-1.1%
Other Services	38,400	38,600	38,200	38,500	0.8%	0.3%
Repair and Maintenance	11,400	10,800	10,700	10,800	0.9%	-5.3%
Government	260,600	265,000	263,600	263,300	-0.1%	1.0%
Federal Government	14,700	14,700	14,600	14,500	-0.7%	-1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	245,900	250,300	249,000	248,800	-0.1%	1.2%
State Government	135,400	135,900	135,700	135,400	-0.2%	0.0%
State Government Educational Services	27,500	27,300	27,000	26,600	-1.5%	-3.3%
State Government Excluding Education	107,900	108,600	108,700	108,800	0.1%	0.8%
Local Government	110,500	114,400	113,300	113,400	0.1%	2.6%
Local Government Educational Services	60,000	61,900	61,900	61,700	-0.3%	2.8%
Local Government excluding Educational Se	50,500	52,500	51,400	51,700	0.6%	2.4%
County Government	20,300	20,600	19,900	20,000	0.5%	-1.5%
City Government	10,700	11,200	11,100	11,300	1.8%	5.6%
Special Districts plus Tribes	19,500	20,700	20,400	20,400	0.0%	4.6%

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
February 2025 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,737,900	18,653,000	1,084,900	5.5%
ALAMEDA	11	868,900	830,400	38,500	4.4%
ALPINE	28	550	520	30	6.1%
AMADOR	28	15,190	14,260	930	6.1%
BUTTE	30	93,400	87,600	5,800	6.2%
CALAVERAS	33	17,770	16,630	1,140	6.4%
COLUSA	58	11,780	9,590	2,180	18.5%
CONTRA COSTA	13	584,700	557,900	26,800	4.6%
DEL NORTE	32	9,050	8,480	570	6.3%
EL DORADO	18	91,600	87,000	4,600	5.0%
FRESNO	49	481,600	438,400	43,100	9.0%
GLENN	43	12,300	11,370	920	7.5%
HUMBOLDT	23	61,000	57,800	3,200	5.3%
IMPERIAL	57	73,000	60,500	12,500	17.2%
INYO	13	8,430	8,040	390	4.6%
KERN	50	413,200	374,700	38,500	9.3%
KINGS	52	59,900	53,800	6,000	10.1%
LAKE	45	26,830	24,780	2,050	7.7%
LASSEN	41	8,070	7,480	590	7.4%
LOS ANGELES	25	5,061,900	4,763,700	298,300	5.9%
MADERA	46	71,000	65,000	6,000	8.5%
MARIN	2	126,300	121,300	4,900	3.9%
MARIPOSA	35	6,930	6,460	470	6.7%
MENDOCINO	30	36,870	34,570	2,300	6.2%
MERCED	56	123,600	109,500	14,000	11.4%
MODOC	47	3,110	2,840	270	8.7%
MONO	8	8,480	8,120	360	4.3%
MONTEREY	54	219,800	196,800	23,000	10.5%
NAPA	8	76,200	72,900	3,300	4.3%
NEVADA	16	48,240	45,910	2,330	4.8%
ORANGE	2	1,639,000	1,574,800	64,200	3.9%
PLACER	6	207,200	198,500	8,700	4.2%
PLUMAS	53	7,510	6,740	770	10.3%
RIVERSIDE	20	1,192,700	1,130,900	61,900	5.2%
SACRAMENTO	16	784,200	746,200	38,000	4.8%
SAN BENITO	41	34,800	32,200	2,600	7.4%
SAN BERNARDINO	19	1,038,200	985,600	52,700	5.1%
SAN DIEGO	11	1,671,000	1,598,200	72,800	4.4%
SAN FRANCISCO	2	511,600	491,800	19,800	3.9%
SAN JOAQUIN	36	373,000	347,500	25,500	6.8%
SAN LUIS OBISPO	6	133,900	128,300	5,700	4.2%
SAN MATEO	1	418,700	403,300	15,400	3.7%
SANTA BARBARA	20	219,800	208,300	11,400	5.2%
SANTA CLARA	5	1,027,200	984,900	42,300	4.1%
SANTA CRUZ	39	136,700	126,700	10,000	7.3%
SHASTA	25	80,900	76,200	4,800	5.9%
SIERRA	34	1,350	1,260	90	6.5%
SISKIYOU	48	16,280	14,850	1,440	8.8%
SOLANO	20	217,700	206,500	11,300	5.2%
SONOMA	8	248,500	237,700	10,800	4.3%
STANISLAUS	39	259,100	240,300	18,800	7.3%
SUTTER	51	46,000	41,400	4,600	10.0%
TEHAMA	37	27,250	25,380	1,870	6.9%
TRINITY	38	5,520	5,130	390	7.0%
TULARE	55	225,300	200,000	25,200	11.2%
TUOLUMNE	24	22,050	20,810	1,240	5.6%
VENTURA	15	424,600	404,500	20,100	4.7%
YOLO	25	112,200	105,500	6,700	5.9%
YUBA	44	36,000	33,300	2,700	7.6%

Notes

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

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

BACKGROUND:

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

Staff will be available to answer questions.



Seta Head Start

Food Service Operations Monthly Report

*March, 2025

3/5/25 - Marina Vista Classroom R closed due to no staffing.

- Galt had a field trip to Cal-Waste Recovery we prepared 16 sack lunches.

3/6/25 - Galt had a field trip to Cal-Waste Recovery we prepared 21 sack lunches.

3/11/25 - Parker was closed due to bug spraying.

3/12/25 - Grizzly Hollow AM class had a field trip to Cal-Waste Recovery on site menu.

3/12/25 - Grizzly Hollow PM class had a field trip to Cal-Waste Recovery we prepared 20 sack lunches.

3/18/25 - Franklin Head Start had a field trip to California State Railroad Museum we prepared 21 sack lunches.

3/21/25 - EHS Home Base had a field trip to Fairytale Town we prepared 150 sack lunches.

3/28/25 - Prescool Home Base had a field trip to Fairytale Town we prepared 40 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	34,734	33,255	33,636	6
Total Amount of Meals and Snacks Prepared				101,928

Purchases:

Food	\$97,629.28
Non-Food	\$10,808.92

Building Maintenance and Repair:	\$0.00
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,291.85
Vehicle Gas / Fuel:	\$2,052.19
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

March 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	194	14%	739	169	25%
Twin Rivers USD	156	41	26%	56	7	13%
Elk Grove USD	440	89	20%	NA	NA	NA
Sac City USD	676	94	14%	16	1	6%
San Juan USD	712	94	13%	96	11	11%
WCIC	100	4	4%	NA	NA	NA
COUNTY TOTAL	3448	516	15%	907	188	21%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (03/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	443	0	101%	1% +
Sacramento City USD	676	643	0	95%	4% +
San Juan USD	712	686	20 (99%)	96%	0% +
SETA	1,364	1394	0	102%	1% +
Twin Rivers USD	156	153	0	98%	2% +
WCIC/Playmate	100	103	0	103%	2% -
Total	3,448	3,422	20 (100%)	99%	1% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (03/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	156	10 (100%)	94%	1% +
SETA	739	729	0	99%	0% +
Twin Rivers USD	56	57	0	102%	11% +
SCUSD	16	14	0	94%	7% -
Total	977	956	10 (99%)	98%	0%+

- (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 28 families. These represent submissions from January 10th, 2025, through March 31st, 2025. The 24-25 EGUSD Preschool Interest Form has a total of 276 recruitment, 86 registered -not certified, and 119 waitlist-certified families. Our program currently has 9 vacancies.
- Inclusion spots that are still vacant are due to not having families confirmed or sent over. At this time, we are waiting to hear back from families that belong to Pleasant Grove Elementary School.
- 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 following factors have contributed to ongoing under-enrollment observed across sites: significant percentage of families contacted require income waivers to qualify, sites have exhausted their waiting lists, limiting immediate enrollment opportunities, lack of staff to support family engagement and recruitment efforts, including limited transportation, language access, or awareness of program availability, specific sites located in zip codes with consistently low enrollment rates, changes in community needs, such as demographic shifts or availability of alternative services.

San Juan USD

- Continued reduction of 20 Head Start slots and 10 Early Head Start slots, due to capped classroom(s).
- San Juan Unified School District has vacancies in the following positions: Admissions and Family Services Technician (AFST), ERSEA Content Specialist, EHS Teacher on Special Assignment (TOSA), Secretary (EHS/Governance secretary, and Registration secretary.) These staff support new and current families regarding eligibility and enrollment, EHS/Governance and registration.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 28 Education positions (Site Supervisor, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 1 Family Services Worker.
- Barriers with public transportation for families attending Florin, Mather and Bright Beginnings, making it difficult to access Head Start services.
- Limited facility capacity for children aging out of Early Head Start (EHS) needing to transition into Head Start Preschool.
- At sites that have operation hours 8:00 AM to 2:30 PM, Monday through Thursday, are not aligning with the work schedules of many parents, further impacting enrollment.

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 beyond 100% for the month of March.

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 visited the following organizations in person or virtually to provide enrollment flyers or present on Head start services for recruitment purposes: Sacramento Children's Home, Kaiser South Sacramento, Serna Center.
- The ERSEA Team actively participates to promote our preschools, build rapport, and foster trust within the community. We collaborate with the Communications Department to ensure alignment and visibility during these events.
- The ERSEA Team meets regularly, maintaining meeting agendas and minutes for reference and accountability. Ongoing communication with staff is prioritized to keep everyone informed about enrollment updates, recruitment efforts, and related activities.

San Juan USD

- New AFST and a new TOSA were hired to fill the last vacancy. Human Resources is currently processing both candidates. EHS Secretary position onboarded and is being processed through Human Resources.
- 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: 2 Associate Teacher's.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Gradfest, Health Resource Fair, Sweet Potato Festival, American River College Care Fest. Received 6 Interest Forms completed by families inquiring about Head Start services, from the recruitment events.
- Public Information Office (PIO) supporting outreach and awareness of Head Start by sharing information through community partner newsletters that highlight available resources, services, and upcoming agency activities to engage families and promote enrollment.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Arden Shopping Center, -EXLP Math Bowl at Highlands High, Kindergarten Round Up at Las Palmas, Recruited at the following apartments: Village Park Apartment Complex, Modell Way Apartment Complex and Garden Ave Villa Apartment, Recruited at the following community center: Robinson Community Center, Hagginwood Community Center and North

Highlands Community Center; Sacramento Library Del Paso Heights, in addition to using revised banners at all four sites with QR code direct families to complete waitlist form online.

- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and submissions of recommendation of staffing for HR to hire. Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately.

WCIC/Playmate

- WCIC's staff actively distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue. Staff continues to collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts.
- In March 2025, WCIC provided 2 families 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.