

## AGENDA

### Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

**Thursday August 7, 2025 9:00 a.m.**  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) 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](mailto:ClerkoftheBoards@seta.net). Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [ClerkoftheBoards@seta.net](mailto:ClerkoftheBoards@seta.net). Please include in your request the item(s) on which you would like to participate.

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 84339816049# US (San Jose).

Meeting ID: 843 3981 6049

Passcode: 888522

[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](http://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**

Recognition of Long-term Employees:

- *Cheryl Dawson*, Head Start Site Supervisor (25 years)
- *Juan Jimenez*, Head Start Infant/Toddler Lead Teacher (25 years)

**I. CONSENT ITEMS:**

- |           |  |       |
|-----------|--|-------|
| <b>A.</b> | Approval of Minutes of June 5, 2025, Regular Board Meeting<br>(Anita Maldonado)  | 1-16  |
| <b>B.</b> | Approval of Claims and Warrants (Anita Maldonado)  | 17    |
| <b>C.</b> | Approval to Amend the Conflict of Interest Code for the Sacramento<br>Employment and Training Agency (SETA) (Legal Counsel)  | 18-24 |
| <b>D.</b> | Approval of the One-Stop Share of Cost Agreement with the County<br>Department of Human Assistance, Program Year (PY) 2025-2026, and<br>Authorize the Executive Director to Sign the Agreement and Any Required<br>Documents Pertaining to the Agreement (Anita Maldonado) | 25    |

**II. ACTION ITEMS:**

**A. General Administration:**

- |    |  |       |
|----|--|-------|
| 1. | <b>Timed Item 9:00 a.m. and Public Hearing</b><br>Approval of the SETA Final Budget for Fiscal Year 2025-2026<br>(Mario Maslac)          | 26-28 |
| 2. | <b>Timed Item 9:00 a.m. and Public Hearing</b><br>Approval of Change to the SETA Personnel Policies and Procedures<br>(Bevan Richardson) | 29-35 |
| 3. | Recommendation of the Public Representative Member to the SETA<br>Governing Board (Anita Maldonado)                                      | 36    |
| 4. | Approval of Reappointments to the Sacramento Works, Inc. Board<br>(Anita Maldonado)  | 37-28 |

**B. Workforce Development Department**

General/Discretionary: No items  
 One Stop Services: No items

Community Services Block Grant:

- |    |   |       |
|----|---|-------|
| 1. | Approval of the Community Services Block Grant (CSBG) Request<br>for Proposals for the 2026-2027 Program Year (Julie Davis-Jaffe) | 39-40 |
|----|---|-------|

Refugee Services: No items

**C. Children And Family Services Department: No items**

<b>III.</b>	<b>INFORMATION ITEMS:</b>	
	<b>A.</b> 2 <sup>nd</sup> Quarter Strategic Plan Report (Anita Maldonado)	41
	<b>B.</b> Fiscal Monitoring Reports (Mario Maslac)	42-68
	<ul style="list-style-type: none"> <li>• Asian Resources, Inc.</li> <li>• Elk Grove Unified School District</li> <li>• First Step Communities</li> <li>• Folsom Cordova Community Partnership</li> <li>• Lao Family Community Development, Inc.</li> <li>• Opening Doors, Inc.</li> <li>• Pivot Sacramento</li> <li>• Sacramento City Unified School District</li> <li>• San Juan Unified School District</li> <li>• Twin Rivers Unified School District</li> <li>• Women's Civic Improvement Club of Sacramento, Inc.</li> <li>• World Relief Corporation of National Association of Evangelicals (Sacramento)</li> </ul>	
	<b>C.</b> Employer Success Stories and Activity Report (William Walker)	69-86
	<b>D.</b> Dislocated Worker Update (William Walker)	87-94
	<b>E.</b> Unemployment Update/Press Release from the Employment Development Department (Anita Maldonado/Cara Welch)	95-100
	<b>F.</b> Head Start Reports (Karen Griffith)	101-106
<b>IV.</b>	<b>PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA</b>	107
<b>V.</b>	<b>REPORTS TO THE BOARD:</b>	108
	<b>A.</b> Chair	
	<b>B.</b> Executive Director	
	<b>C.</b> Deputy Directors	
	<b>D.</b> Counsel	
	<b>E.</b> Members of the Board	
<b>VI.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Friday, August 1, 2025.

**CONSENT ITEM I-A**

**Approval of Minutes of June 5, 2025, Regular Board Meeting**

Presenter: Anita Maldonado

**RECOMMENDATION:**

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

**BACKGROUND:**

Attached are the minutes of June 5, 2025, meeting for your review.

## MINUTES/SYNOPSIS

### Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Tuesday                      June 5, 2025                      9:00 a.m.  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 9:07 a.m. The roll was called, and a quorum was not established. Quorum was met at 9:09 a.m.

#### Members Present:

Rich Desmond, Chair, Board of Supervisors

Patrick Kennedy, Member, Board of Supervisors

Mai Vang, Member, City of Sacramento (arrived and seated at 9:09 a.m.)

Eric Guerra, Vice Chair, City of Sacramento (arrived and seated at 9:12 a.m.)

Members Absent: None

#### Recognition of Long-term Employees:

*Ms. Reta Keirse*y, CFS Support Services Program Officer (35 years of service)

Ms. Lisa Carr congratulated Ms. Reta Keirse on her 35 years at SETA and provided her background highlights.

Ms. Vang arrived and was seated at 9:09 a.m.

*Ms. Melissa Smith*, Head Start Cook (20 years of service)

Ms. Celia Limones congratulated Ms. Melissa Smith on her 20 years at SETA and provided her background highlights.

Mr. Guerra arrived and was seated at 9:12 a.m.

#### Recognition of Long-term Labor Relations Consultant Dee Contreras

Mr. Bevan Richardson recognized Ms. Dee Contreras for her service as a Labor Relations Consultant with SETA. Ms. Contreras shared her professional highlights and expressed gratitude to SETA and the Board for the opportunity to serve the Agency for many years.

- I. **PRESENTATION:** Department of Child Support Services Extended Partnership  
Representatives from the Department of Child Support Services presented on an extended partnership with SETA. The presentation is attached to these minutes.

## **II. CONSENT ITEMS:**

- A.** Approval of Minutes of April 21, 2025, Special Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database and Authorize the Executive Director to Execute the Agreement and Any Documents Pertaining to the Agreement

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

- A.** Approval of Minutes of April 21, 2025, Special Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database and Authorize the Executive Director to Execute the Agreement and Any Documents Pertaining to the Agreement

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

## **III. ACTION ITEMS:**

### **A. General Administration**

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2025-2026

Mr. Maslac reviewed the item. Under applicable procedures outlined in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30 of each year, with the adoption of the Final Agency Budget occurring no later than October 2 of each Fiscal Year. As funding becomes more definite in several programs, the Final Budget presented at the August Governing Board meeting will reflect actual available funding. A public hearing on the Final Budget should commence on August 7, 2025, at 9:00 a.m. or as soon thereafter as is practicable. The Agency's overall budget is decreased by approximately \$3.26 million, primarily due to flat funding levels across most programs and the expiration of several one-time and limited-use funding sources.

Moved/Guerra, second/Desmond, to approve the Recommended Budget for Fiscal Year 2025-2026 and direct staff to print the Recommended Budget and make it available to the public; schedule a Public Hearing on the Final Budget; and post and publish notice of that Public Hearing on the Final Budget to commence on August 7, 2025 at 9:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Suite 100, Sacramento, California.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

### **B. Workforce Development Department**

General/Discretionary: No items

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2025-2026

Ms. Mechals reviewed the item. She advised that SETA staff recommends extending funding to all of the twelve WIOA youth providers for Program Year (PY) 2025-2026. Youth Program providers collectively served over 300 youth this year. Additionally, as part of this item, SETA recommends allocating \$50,000 for the continuation of the "Youth Voice" Committee Initiative. This initiative fosters leadership, creates opportunities for personal and professional growth, and enables young voices to influence workforce-related decisions and community services.

2. Agree with the Sacramento Works, Inc. Board to Approve the WIOA Resource Allocation Plan, Program Year 2025-2026

Mr. Kim reviewed the item. The Resource Allocation Plan (RAP) outlines how funds allocated to Sacramento County through the WIOA Adult and Dislocated Worker programs will support services, activities, and functions within the Sacramento Works Job Center (SWJC) System. Funds allocated provide activities and services that assist unemployed and underemployed individuals in gaining the skills necessary to enter high-demand careers in the region and offer employers the services they need to hire qualified candidates.

The Sacramento Works, Inc. Board approved the RAP at its May 28, 2025, meeting. Subsequently, SETA recently received its WIOA allocations for PY 2025-2026. The Adult allocation increased by \$906,288, and the Dislocated Worker allocation increased by \$873,199 for a total PY 2025-2026 allocation of \$9,318,197. The RAP categories and amounts have been adjusted proportionately.

3. Approval of Funding Extension Recommendations for WIOA, Title I, Adult/Dislocated Worker Program, Program Year 2025-2026

Mr. Kim reviewed the item and recommended extending the current ten Job Centers for one year. Based on program performance, those centers that ranked highest will receive a 5% increase in funding. Centers that ranked second will be recommended for level funding, while one Job Center that ranked third is recommended for a 5% decrease in funding.

Mr. Kim also noted that, due to the significant increase in the Adult/Dislocated Worker Program allocation, staff recommends setting aside the majority of these funds for future allocation in the event that the Community Service Block Grant, which provides crucial safety-net services, is eliminated by the government.

Community Services Block Grant:

4. Approval of the 2026-2027 Community Services Block Grant (CSBG) Community Action Plan

Ms. Julie Davis-Jaffe reviewed the item. The two-year draft of the Community Action Plan, provided under separate cover, outlines the CSBG service priorities for the

period from January 1, 2026, to December 31, 2027. This plan is based on the collection and analysis of data to identify the needs within the Sacramento County community. SETA will use this data to create the Request for Proposal, which will be presented to the Board for approval at their meeting in August.

Moved/Vang, second/Guerra, to approve the following action items:

- B-1.** Agree with the Sacramento Works, Inc. Board to Approve the Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2025-2026
- B-2.** Agree with the Sacramento Works, Inc. Board to Approve the WIOA Resource Allocation Plan, Program Year 2025-2026
- B-3.** Approval of Funding Extension Recommendations for WIOA, Title I, Adult/Dislocated Worker Program, Program Year 2025-2026
- B-4.** Approval of the 2026-2027 Community Services Block Grant (CSBG) Community Action Plan

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

Refugee Services: No items

#### **C. Children And Family Services Department:**

1. Approval to Extend Janitorial Services Agreements and Authorize the Executive Director to Sign Each Agreement

Ms. Betsy Uda introduced herself and reviewed the item. Based on the janitorial services provided over the past year, staff recommends extending two agreements for an additional year, effective July 1, 2025, through June 30, 2026, with the changes in SETA sites.

Moved/Desmond, second/Guerra, to approve the extension of the agreements ending on June 30, 2025, with Custom Hi Tech Maintenance, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

#### **IV. INFORMATION ITEMS:**

- A.** Fiscal Monitoring Reports: No questions
- B.** Employer Success Stories and Activity Report:  
Mr. Walker shared that SETA helped Back On Course Education Services LLC connect with the California Capital Financial Development Corporation for a small business loan. Additionally, SETA will assist them with their recruitment needs. A success story from this collaboration is expected soon.



Mr. Desmond left the meeting at 9:50 a.m., after which Mr. Guerra, the Vice Chair, took over as chair for the remainder of the meeting.

**C. Dislocated Worker Update:**

Mr. Walker reported that SETA is assisting the Highlands Charter School, which is laying off 631 employees. SETA has conducted virtual rapid response orientations for approximately 181 individuals, providing them with services and connections to unemployment resources, medical services, and other helpful information to support them after their layoffs. An in-person rapid response orientation is scheduled for June 11, 2025, at their Grand Avenue location.

SETA is working with Rite Aid following the closure of five stores in the area, impacting around 100 employees. Some of these employees are being transferred to other locations as part of union bargaining agreements. SETA will hold a rapid response orientation on June 1, 2025.

Another Walgreens location, this time in the South Sacramento area, is closing, and Seasons 52 has also shut down its business, resulting in layoffs for all of its employees on the same day.

Mr. Guerra requested a continued follow-up on the situation at the Highlands Charter School.

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

**E. Head Start Reports: No questions**

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

**VI. REPORTS TO THE BOARD:**

**A. Chair: No report**

**B. Executive Director:**

Ms. Maldonado expressed her gratitude to Mr. Desmond and Mr. Guerra for accompanying her to Cap-to-Cap, where they helped showcase the excellent work of the Head Start program. She is pleased to see that the new proposed budget fully funds the Head Start program, although the Community Services Block Grant (CSBG) and Refugee programs face challenges. Despite this, SETA remains hopeful.

Ms. Maldonado highlighted a handout distributed to the members of the Governing Board, which outlines the next steps for recruiting a Public Representative for the SETA Governing Board. The handout includes recruitment materials such as the position description and qualifications, the application process, and a targeted list of candidates. SETA plans to post the position description and application on its website and social media, in addition to conducting targeted outreach to potential candidates. Members of the Board offered their suggestions for the targeted outreach list and requested to be notified once the position is publicly posted to assist with recruitment efforts.

**C. Deputy Directors:**

Ms. Griffith reported that SETA is closely monitoring the evolving situation with Job Corps, as one of its locations is situated on the Job Corps campus. The Agency hopes to continue the center's operations.

She also noted that SETA is seeing challenges in the community. Not only is Head Start proposed to be flat-funded, but a longstanding 20-year partnership with Sacramento State University has also been affected, resulting in cuts to the substitute teacher class and its associated funding. This partnership typically provides 30 apprentices per semester who work as substitutes. Additionally, SETA recently learned that Elica Health Clinics will no longer have funding to maintain their annual TB clinics for the Agency.

**D. Counsel:**

Mr. Guerra has requested to discuss legal steps the Agency can take regarding the Job Corps closure at the next Governing Board meeting.

**E. Members of the Board: No report**

**VII. ADJOURNMENT:** The meeting adjourned at 10:00 a.m.

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

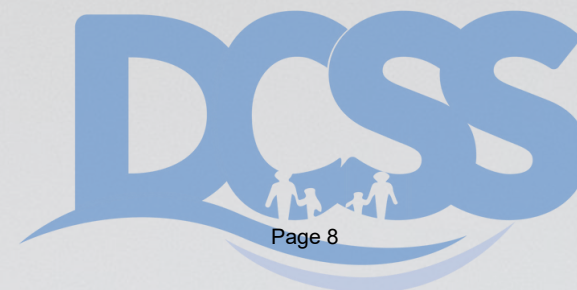


**SACRAMENTO COUNTY**

# **DEPARTMENT OF CHILD SUPPORT SERVICES**

**June 5, 2025**

SETA Governing Board

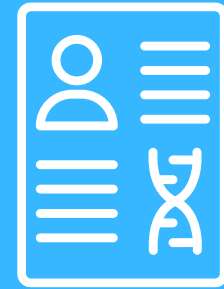


Page 8

Thursday, August 7, 2025



# What we do



## Establish Legal Parentage

FREE genetic testing if appropriate. Assistance with a Voluntary Declaration of Parentage.



## New Child Support Orders

Establish court orders for child support and health insurance.



## Court Order Compliance

Enforcement of child support orders using income withholding and other tools.



## Modification of the Court Order

Modify child support orders when appropriate.

# There is a Significant Need for Child Support



50%

Percentage of all children will spend time **living apart** from one of their biological parents before they turn 18.

37%

Percentage of American children that **do not live** with their two biological or adoptive parents, representing **27.1 million children**.

5x

Child **poverty rates** are five times higher in single-parent households than in two-parent households.

# Child Support Makes a Big Difference




The Child Support Program serves about **one in every six** children.



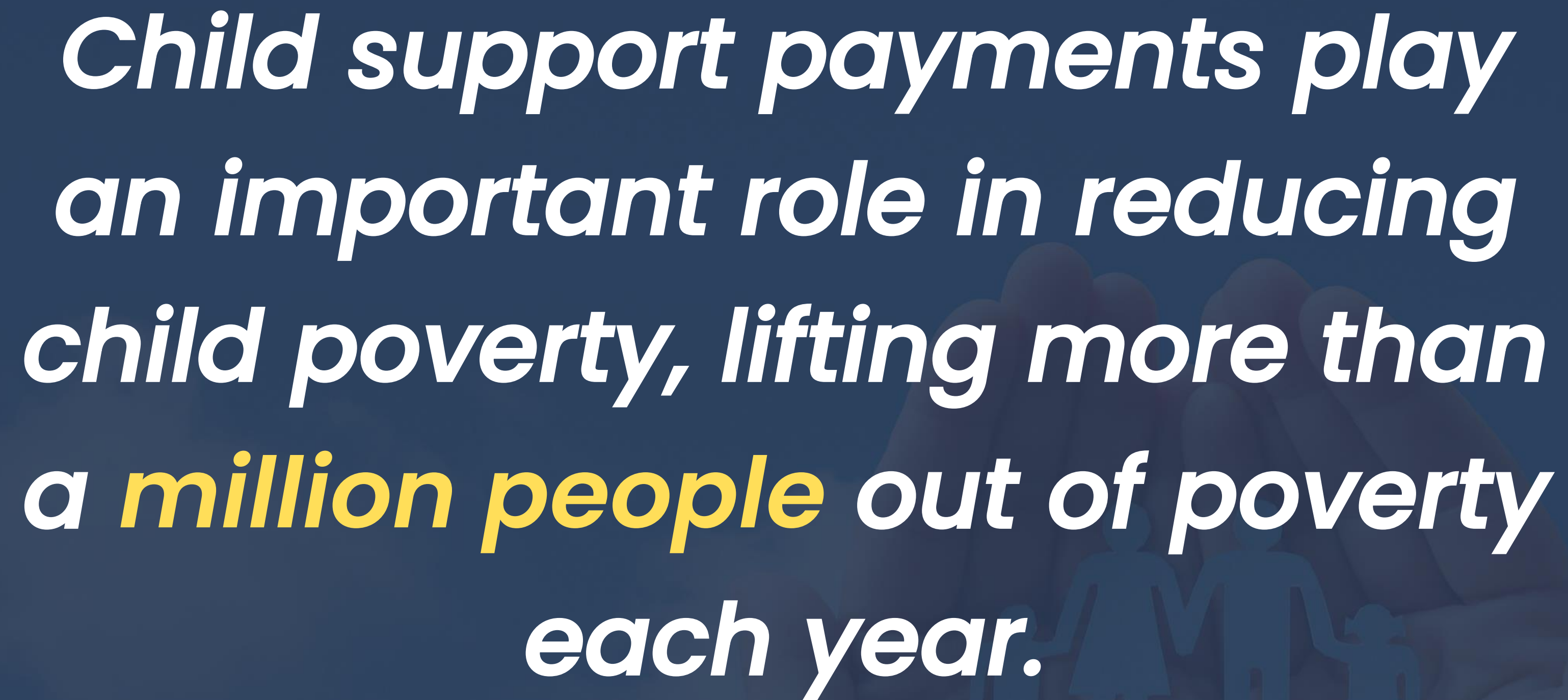
The only government program that affects more children than child support is **public education**.



For every dollar of child support received, the incomes of custodial parties and their children increases by more than **two dollars**.



*Child support payments play  
an important role in reducing  
child poverty, lifting more than  
a **million people** out of poverty  
each year.*





# Sacramento County Department of Child Support Services



3701 Power Inn Road  
Sacramento, CA 95826



866-901-3212



[www.childsupportservices.sacounty.gov](http://www.childsupportservices.sacounty.gov)



Follow us



Sacramento County  
Child Support Services



sacdcss



Sacramento County DCSS



@SacDCSS

**#SupportSacKids**





## Holistic Employment and License Program

## NextGen HELP Grant

Holistic Employment and License Program- 5 Year Federal demonstration grant for Employment Services. Will consist of enhanced partnership of Sacramento DCSS & SETA staff.

Current partnership with SETA includes:

- SETA Representative attending Contempt and Seek Work Hearings
- Occasional referral of participants from caseworkers

Enhanced partnership will include:

- Warm transfers of eligible participants to SETA representatives
- Potential Co-location of SETA & DCSS Staff at site locations
- Use of grant funds for compensation/incentives for program participants
- Enhanced child support services including the suppression of specific enforcement actions for program participants

**Contact:**  
**Project Manager for Sacramento DCSS**

**Jennifer Maguire**  
**MaguireJ@saccounty.gov**  
**(916) 876-7085**



**CONSENT ITEM I-B**  
**Approval of Claims and Warrants**

Presenter: Anita Maldonado

**RECOMMENDATION:**

Approve the claims and warrants for the period 5/8/2025 through 7/3/2025.

**BACKGROUND:**

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 5/8/2025 through 7/3/2025, and all expenses appear to be appropriate.

## CONSENT ITEM I-C

### Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency (SETA)

Presenter: Legal Counsel

#### RECOMMENDATION:

Approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

#### BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the Board on September 7, 2023.

Staff and legal counsel reviewed the list of job classifications required to file and have made modifications to the Appendix to reflect these changes.

If your Board approves the revised Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Conflict of Interest Code, in both clean and markup versions (deletions in ~~strikeout text~~ and additions in ***bold blue italics***), is attached.

**CONFLICT OF INTEREST CODE  
FOR THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

## **APPENDIX**

### **Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees**

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Committees	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Children and Family Services Eligibility Coordinator
Personnel/Human Resources Department Chief	Workforce Development Analytical Program Officer
Fiscal Department Chief	Workforce Development Operational Program Officer
Information Systems Department Chief	Purchasing Analyst
Administration Services Deputy Director	Staff Support Officer
Executive Coordinator	Workforce Development Professional I, II, III
<b>Public Information Officer</b>	Head Start Site Director
<b>Training/Staff Development Officer</b>	<b>Head Start Site Coordinator (Quality Assurance)</b>
Senior Personnel Analyst**	Head Start Coordinator (Education)
Accountant I	Head Start Coordinator (Food Service)
Accountant II**	Head Start Coordinator (Health/Nutrition)
Accountant III	Head Start Coordinator (Governance/Parent Engagement)
Senior Accountant	Head Start Education Specialist**
Programmer Analyst	Network Engineer
Workforce Development Professional Supervisor	Head Start Facilities Supply Clerk
Human Resources Manager	Head Start Facilities Specialist
Information Technology Analyst I and II	Head Start Head Cook
Information Technology Services Facilitator	Head Start Manager
Information Technology Engineering Analyst	Web Innovation Engineer

\*\* Includes both supervisory and non-supervisory staff



**Sacramento Employment and Training Agency  
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
  - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
  - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.



**CONFLICT OF INTEREST CODE  
FOR THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

Individuals holding designated positions shall file their statements of economic interests electronically with the Clerk of the Sacramento County Board of Supervisors. All statements are available for public inspection and reproduction by contacting either the Clerk of the SETA Governing Board or the Clerk of the Sacramento County Board of Supervisors (Gov. Code Sec. 81008). All statements will be retained electronically by the Clerk of the Board of Supervisors.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

## **APPENDIX**

### **Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees**

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Committees	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Children and Family Services Eligibility Coordinator
Personnel/Human Resources Department Chief	Workforce Development Analytical Program Officer
Fiscal Department Chief	Workforce Development Operational Program Officer
Information Systems Department Chief	Purchasing Analyst
Administration Services Deputy Director	Staff Support Officer
Executive Coordinator	Workforce Development Professional I, II, III
Senior Personnel Analyst**	Head Start Site Director
Accountant I	Head Start Coordinator (Education)
Accountant II**	Head Start Coordinator (Food Service)
Accountant III	Head Start Coordinator (Health/Nutrition)
Senior Accountant	Head Start Coordinator (Governance/Parent Engagement)
Programmer Analyst	Head Start Education Specialist**
Workforce Development Professional Supervisor	Network Engineer
Human Resources Manager	Head Start Facilities Supply Clerk
Information Technology Analyst I and II	Head Start Facilities Specialist
Information Technology Services Facilitator	Head Start Head Cook
Information Technology Engineering Analyst	Head Start Manager
	Web Innovation Engineer

\*\* Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency  
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
  - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
  - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

## **CONSENT ITEM I-D**

### **Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2025-2026, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement**

Presenter: Anita Maldonado

#### **RECOMMENDATION:**

Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for \$911,747, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Required Partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Career and Training Services to CalWORKs customers.

SETA has received the final agreement from DHA that will continue the One-Stop Share of Cost contract for an amount of \$911,747 for PY2025-2026. The agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center System.

The agreement has been sent under separate cover.

**ACTION ITEM II-A-1**  
**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING**  
**Approval of the SETA Final Budget for Fiscal Year 2025-2026**

Presenter: Mario Maslac

**RECOMMENDATION:**

Open a public hearing, hear testimony, close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2025-2026.

**BACKGROUND:**

In June 2025, the Board took action to approve the Recommended Budget for Fiscal Year 2025-2026 and directed that notice of a Public Hearing be posted and published to commence on August 7, 2025 at 9:00 a.m. or as soon thereafter as practicable for purposes of considering and approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2025-2026. Staff has posted and caused to be published notice of this Public Hearing as directed by the Board.

The Final Budget for the Fiscal Year 2025-2026 will be sent under separate cover. Staff will be available to answer questions. The approved Final Budget will also be submitted to the County and City for approval.

**RESOLUTION NO.: 2025-02**

**APPROVAL OF FISCAL YEAR 2025-2026 SACRAMENTO EMPLOYMENT AND  
TRAINING AGENCY (SETA) BUDGET**

**WHEREAS**, all necessary estimates of revenues, expenditures and reserves for the 2024-2025 Fiscal Year were prepared and filed, the Recommended Budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), and

**WHEREAS**, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026, and

**WHEREAS**, the Governing Board has made such revisions of, deductions from and increases or additions to the Recommended Budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Board prior to the conclusion of said hearings on August 7, 2025, and

**WHEREAS**, all proceedings required by law have been duly had and regularly taken concerning the adoption of the Final Budget for the Sacramento Employment and Training Agency for the fiscal year commencing July 7, 2025, and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, in accordance with Chapter 1 of Division 3, Title 2 of the Government Code (Section 29000, et. seq.), that the Final Budget for the Fiscal Year 2025-2026 be and is hereby adopted in accordance with the following:

(1)	Salaries and employees benefits	\$ 59,745,147
(2)	Services and Supplies	19,315,201
(3)	Other charges	57,507,996
(4)	Fixed Assets	
	(A) Land	0
	(B) Structures and Improvements	332,229
	(C) Equipment	0
(5)	Expenditure transfers	0
(6)	Contingencies	0
(7)	Provision for reserve increases	0
	<b>TOTAL BUDGET REQUIREMENTS</b>	<b><u>\$ 136,900,573</u></b>

**BE IT FURTHER RESOLVED** that the means of financing the expenditures program will be by monies derived from Current Financing and Fund Balance.

**BE IT FURTHER RESOLVED** that the Final Budget be and is hereby adopted in accordance with the listed attachments which show in detail the approved appropriations, revenues and methods of financing, appropriations limit, total annual appropriations subject to limitations attached hereto and by reference made a part hereof.

**ATTACHMENTS:**

Financing Requirements Summary Schedule  
Fixed Asset Schedule  
Expenditure Detail Schedule  
Revenue Detail Schedule

**BE IT FURTHER RESOLVED AND ORDERED**, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this seventh day of August, 2025 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Chair of the SETA Governing Board

ATTEST: \_\_\_\_\_  
Clerk of the SETA Governing Board

**ACTION ITEM II-A-2**

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING**

**Approval of Change to the SETA Personnel Policies and Procedures**

Presenter: Bevan Richardson

**RECOMMENDATION:**

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage".

**BACKGROUND:**

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

The Sick Leave Accrual and Usage policy has been reviewed and updated to be more comprehensive and effective. The Labor Management Committee has come to an agreement with the updates which will be included in the next contract negotiations.

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

The Policy Council took action on the policy update on July 22, 2025.



## Sick Leave Accrual and Usage

### *Section 9.17*

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor's approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
  1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
  2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
  1. Physical or mental illness
  2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
  3. Necessary medical or dental care
  4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
  5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. \*Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
  6. Pregnancy and childbirth

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

## Leaves

## Sick Leave Accrual and Usage

D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.

~~E. Employees using excessive sick leave shall be notified of the concern by their direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.~~

~~Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:~~

- ~~1. The employee has a rate of utilization of sick leave in excess of what is protected by law, which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.~~
- ~~2. The employee has a pattern of sick leave use which causes concern about its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.~~
- ~~3. Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including using sick leave covered by FMLA, Kin Care and other legally protected sick leave.~~

~~F.E.~~ If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.

~~F.~~ Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

### Sick Leave Review

The Agency will not tolerate abuse or misuse of an employee's sick leave privilege. Misuse of sick leave, tardiness, and failing to adhere to the call-in procedures when absent or tardy can negatively impact the performance of the employee's job or affect others in the performance of their job.

An employee who is misusing sick leave shall be notified of the concern as soon as practical and counseled regarding the use and abuse of sick leave. After the initial counseling, the employee shall be notified in writing of the attendance requirements and advised that disciplinary action may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Prior to placing an employee on Sick Leave Verification, the Human Resources Chief (or designee) shall review all suspected misuse or abusive usage of sick leave on a case-by-case basis to ensure an employee's state and federal leave rights are not being violated. It is the department's responsibility to coordinate with the Human Resources Department prior to placing an employee on Sick Leave Verification.

## Leaves

## Sick Leave Accrual and Usage

### Sick Leave Verification

Employees shall be placed on Sick Leave Verification if a pattern of sick leave misuse or abuse exists. This may be defined as including, but not limited to, frequent and/or consistent use of one (1) or more days of sick leave prior to/or following a holiday or other scheduled time off, calling in sick on the first or last day of the employee's workweek or shift, calling in sick on the same day of the week consistently, calling out sick after accruals have been exhausted, or calling out sick on days previously requested off but denied.

A letter will be issued from Human Resources explaining the conditions and consequences of continued behavior.

### Requirements for Employees on Sick Leave Verification

G. An authorized healthcare provider must sign the medical verification form. For purposes of this section, an authorized medical provider is defined under the Family and Medical Leave Act (FMLA).

H. For sick leave use, the authorized medical provider must have physically or virtually examined the employee and determined that he/she is ill or injured and unable to perform the duties of the job and must indicate the specific date(s) the employee needs to be absent from work.

I. For sick family care, the authorized healthcare provider must have physically or virtually examined the family member and determined that the employee's care was medically necessary.

J. Medical certification forms that indicate the patient/employee was given telephone advice are not acceptable.

K. The employee must submit the medical verification form to his/her supervisor at the beginning of the shift within five (5) days of returning to work following the illness or injury. If the employee is unable to meet this requirement, the employee must engage in the interactive process to obtain the verification.

L. Examples of acceptable medical verification forms are:

1. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is unable to lift more than three (3) pounds and is unable to sit for more than ten (10) minutes. Employee may return to work without restrictions on (insert date)."
2. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is contagious."

M. In the event the employee cannot verify sick leave or sick family care use by providing medical verification, he/she will not be eligible for sick leave and the absence will be treated as leave without pay.

N. Once an employee has been notified in writing that medical verification is required for the use of sick leave or sick family care, he/she must see the authorized healthcare provider on the first day of the illness/injury.

~~G.~~ O. The employee must continue to provide medical verification until notified in writing that medical verification is no longer required. Employees may request to be removed after three (3) months. If determined by the Human Resources Chief (or designee) that the employee is in compliance with this policy, the employee shall be removed from Sick Leave Verification. Employees initially determined to be not in compliance by the Human Resources Chief (or designee) may request to have their compliance reviewed monthly thereafter.

Formatted: Indent: Left: 0.5"

Formatted: Normal, No bullets or numbering

## Sick Leave Accrual and Usage

### *Section 9.17*

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor's approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
  - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
  - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
  - 1. Physical or mental illness
  - 2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
  - 3. Necessary medical or dental care
  - 4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
  - 5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. \*Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
  - 6. Pregnancy and childbirth

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- E. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- F. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

### Sick Leave Review

The Agency will not tolerate abuse or misuse of an employee's sick leave privilege. Misuse of sick leave, tardiness, and failing to adhere to the call-in procedures when absent or tardy can negatively impact the performance of the employee's job or affect others in the performance of their job.

An employee who is misusing sick leave shall be notified of the concern as soon as practical and counseled regarding the use and abuse of sick leave. After the initial counseling, the employee shall be notified in writing of the attendance requirements and advised that disciplinary action may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Prior to placing an employee on Sick Leave Verification, the Human Resources Chief (or designee) shall review all suspected misuse or abusive usage of sick leave on a case-by-case basis to ensure an employee's state and federal leave rights are not being violated. It is the department's responsibility to coordinate with the Human Resources Department prior to placing an employee on Sick Leave Verification.

### Sick Leave Verification

Employees shall be placed on Sick Leave Verification if a pattern of sick leave misuse or abuse exists. This may be defined as including, but not limited to, frequent and/or consistent use of one (1) or more days of sick leave prior to/or following a holiday or other scheduled time off, calling in sick on the first or last day of the employee's workweek or shift, calling in sick on the same day of the week consistently, calling out sick after accruals have been exhausted, or calling out sick on days previously requested off but denied.

A letter will be issued from Human Resources explaining the conditions and consequences of continued behavior.

### Requirements for Employees on Sick Leave Verification

- G. An authorized healthcare provider must sign the medical verification form. For purposes of this section, an authorized medical provider is defined under the Family and Medical Leave Act (FMLA).
- H. For sick leave use, the authorized medical provider must have physically or virtually examined the employee and determined that he/she is ill or injured and unable to perform the duties of the job and must indicate the specific date(s) the employee needs to be absent from work.

## Leaves

## Sick Leave Accrual and Usage

- I. For sick family care, the authorized healthcare provider must have physically or virtually examined the family member and determined that the employee's care was medically necessary.
- J. Medical certification forms that indicate the patient/employee was given telephone advice are not acceptable.
- K. The employee must submit the medical verification form to his/her supervisor at the beginning of the shift within five (5) days of returning to work following the illness or injury. If the employee is unable to meet this requirement, the employee must engage in the interactive process to obtain the verification.
- L. Examples of acceptable medical verification forms are:
  - 1. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is unable to lift more than three (3) pounds and is unable to sit for more than ten (10) minutes. Employee may return to work without restrictions on (insert date)."
  - 2. "Employee was seen in my office or virtually on (insert date) and is unable to work on (insert date) because he/she is contagious."
- M. In the event the employee cannot verify sick leave or sick family care use by providing medical verification, he/she will not be eligible for sick leave and the absence will be treated as leave without pay.
- N. Once an employee has been notified in writing that medical verification is required for the use of sick leave or sick family care, he/she must see the authorized healthcare provider on the first day of the illness/injury.
- O. The employee must continue to provide medical verification until notified in writing that medical verification is no longer required. Employees may request to be removed after three (3) months. If determined by the Human Resources Chief (or designee) that the employee is in compliance with this policy, the employee shall be removed from Sick Leave Verification. Employees initially determined to be not in compliance by the Human Resources Chief (or designee) may request to have their compliance reviewed monthly thereafter.

### **ACTION ITEM II-A-3**

#### **Recommendation of the Public Representative Member to the SETA Governing Board**

Presenter: Anita Maldonado

#### **RECOMMENDATION:**

Review and discuss the recommendation of the SETA Executive Director. Approve the appointment of the selected candidate as a public representative member to the SETA Governing Board and forward such nomination for approval to the City Council and Board of Supervisors.

#### **BACKGROUND:**

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the Sacramento City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years.

On December 5, 2024, the Governing Board approved a process for appointing the public representative. According to the approved process, SETA staff developed a position description and candidate qualifications, created a targeted solicitation to a pool of qualified candidates. The application solicitation period lasted for one month and closed on July 7, 2025.

By the deadline, seven applications were received. SETA Executive Director, Ms. Anita Maldonado, reviewed and rated the applications using a rubric and conducted interviews with the four top candidates.

Ms. Maldonado will provide her recommendation for the public representative to the SETA Governing Board and will be available to answer any questions.

## **ACTION ITEM II-A-4**

### **Approval of Reappointments to the Sacramento Works, Inc. Board**

Presenter: Anita Maldonado

#### **RECOMMENDATION:**

Review the attached summary and approve the reappointment of two business sector members to the Sacramento Works, Inc. Board for a three-year term beginning August 7, 2025.

#### **BACKGROUND:**

The local Sacramento Works Workforce Development Board was newly formed in early 2016. As part of its action, on February 4, 2016, the SETA Governing Board satisfied the desire for a smaller Workforce Development Board by setting the size of the Board 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 newly formed Sacramento Works Workforce Development Board with staggered initial terms of two, three or four years. Extended terms from that time are for three-years. 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 for up to thirty board members.

Both private business sector members recommended for reappointment affirmed their commitment to continue the service.



## WIOA Board Membership

### Private Business\*

(must include two small businesses)

14

### Labor/Workforce\*\*

Labor

4

Joint Apprenticeship

1

\*\*\*

Community Based Organization

0

### Education/Training

Adult Ed

1

Higher Ed

1

### Government and Economic/Community Development

Economic Development

2

Wagner-Peyser (EDD)

1

Vocational Rehabilitation

1

Other

2

Total

27

\*Must be >50%

\*\*Must be 20%

\*\*\*Must be 15%

## Labor/Workforce

Name and Position	Company
Laurie Rodriguez, Director of People Services and Strategies	SMUD
Shelly Valenton, Deputy General Manager/CEO	Sacramento Regional Transit

## **ACTION ITEM II-B-1**

### **Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2026-2027 Program Year**

Presenter: Julie Davis-Jaffe

#### **RECOMMENDATION:**

Approve the CSBG Request for Proposals for Program Year 2026-2027.

#### **BACKGROUND:**

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan (CAP) process designated by the State of California, Department of Community Services and Development (CSD), that relies on research into current community conditions, and public testimony and community surveys about unmet community needs.

At the May 14, 2025 Community Action Board (CAB) Meeting, the CAB approved the CAP. On June 5, 2025, the SETA Governing Board approved the 2026/2027 CAP. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs, services and recommendations identified in the CAP.

CSBG funds available for allocation under this RFP are contingent upon funds being made available to the State Department of Community Services and Development by the United States Government for the purposes of this program. The Federal Budget currently being considered by Congress includes a proposal to eliminate funding for the CSBG program. However, changes to the Budget are being considered by Congress which may alter funding allocations for this and other programs. SETA is moving forward with the procurement process in the event that funds are appropriated by Congress.

SETA will target the most vulnerable populations in Sacramento County. For the 2026 program year, groups that will receive priority for services include: low-income adults, including single mothers; unhoused and housing-insecure households; youth; older adults; people with disabilities; and survivors of domestic violence.

One subset of the Family Self-Sufficiency category is the Special Project, designed to be a mentoring program for at-risk youth. This population has been deemed particularly vulnerable due to higher rates of poverty than the general population, an increase in the juvenile arrest rate from the previous two years, higher rates of school suspension and expulsion, and lower rates of high school graduation. Special Project programs are expected to adopt a case-managed approach to promote long-term improvement in the lives of the participants, with the ultimate goal of self-sufficiency.

Under the RFP, the subpopulations of the unhoused or housing insecure, and of single parents, will be given priority consideration due to their particular vulnerability. For the remainder of the funding, the relative weight for Family Self-Sufficiency (FSS) and Safety Net programs will be based on the proposals which best address the community needs in the priorities list from the CAP.

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

Page 2

The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's CAP is outlined in the draft CSBG Request for Proposals (RFP) for the 2026 Program Year that has been sent under separate cover.

The Community Action Board approved the CSBG RFP at its July 9, 2025, meeting. If approved by the SETA Governing Board today, the CSBG RFP will be released on August 8, 2025, at 1:00 p.m.

**INFORMATION ITEM III-A**  
**2<sup>nd</sup> Quarter Strategic Plan Report**

Presenter: Anita Maldonado

**BACKGROUND:**

This item allows the Executive Director to provide the 2<sup>nd</sup> Quarter Strategic Plan Report to the Board.

**INFORMATION ITEM III-B**  
**Fiscal Monitoring Reports**

Presenter: Mario Maslac

**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:** May 31, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Asian Resources, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 453,075	7/1/24-9/30/25	7/1/24-12/31/24
WIOA	Out-of-School Youth	\$ 281,250	7/1/24-6/30/25	7/1/24-12/31/24
P2E		\$ 47,250	7/1/24-6/30/25	7/1/24-12/31/24
WIOA	RERP	\$ 100,000	4/13/23-9/30/25	4/13/23-13/31/24

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

**Date of Review:** April 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 Workforce Innovation and Opportunity (WIOA) programs of Adult, Out of School Youth (OSY) and Regional Equity & Recovery Program (RERP), also Formerly Incarcerated and Justice Involved Individuals (P2E) from July 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:** Mr. Michael Gulden

**DATE:** June 23, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Elk Grove Unified School District-Head Start

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 4,136,752	8/1/24-7/31/25	8/1/24-3/31/25
Head Start	No Cost Ext	\$ 1,214,304	8/1/23-7/31/25	8/1/24-3/31/25
Head Start	TTA	\$ 15,685	8/1/24-7/31/25	8/1/24-3/31/25
Head Start	ARP	\$ 526,460	4/1/21-3/31/25	8/1/24-3/31/25
Head Start	CRRSA	\$ 134,530	4/1/21-3/31/25	8/1/24-3/31/25

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

**Date of Review:** May 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	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	Yes	No
12	Equipment Records	N/A	N/A



**Program Operator:** Elk Grove Unified School District-Head Start

**Findings and General Observations:**

We have reviewed the Head Start programs of Basic, Technical Training Assistance (TTA), and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) from August 1, 2024 to January 31, 2025. 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  
Policy Council

## MEMORANDUM

**TO:** Mr. Stephen Watters

**DATE:** July 31, 2025

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal monitoring of First Step Communities

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	SN	\$ 60,000	1/1/24 – 12/31/24	10/1/24 – 12/31/24
CSBG	SN	\$ 60,000	1/1/25 – 12/31/25	1/1/25 – 5/31/25

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

**Date of Review:** 6/24/25

	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	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	N/A	N/A
12	Equipment Records	N/A	N/A

**Program Operator:** First Step Communities

**Findings and General Observations:**

The total costs as reported to SETA for the CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order.

**Recommendations for Corrective Action:**

N/A

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Mr. Robert Sanger

**DATE:** July 10, 2025

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** Onsite Monitoring of Folsom Cordova Community Partnership

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$139,398	7/1/24 – 6/30/25	7/1/24 – 3/31/25
WIOA	ADULT	\$401,406	7/1/24 – 6/30/25	7/1/24 – 3/31/25
CSBG	SN	\$85,000	1/1/25 – 12/31/25	1/1/25 – 3/31/25
CSBG	SN	\$85,000	1/1/24 – 12/31/24	7/1/24 – 12/31/24
RSS	ADD'L SS	\$35,610	10/1/23 – 9/30/24	7/1/24 – 9/30/24
RSS	ES	\$270,000	10/1/23 – 9/30/24	7/1/24 – 9/30/24
RSS	HAU	\$85,436	8/3/23 – 9/30/25	7/1/24 – 3/31/25
RSS	ETPF	\$130,000	5/1/23 – 3/31/25	7/1/24 – 3/31/25
RSS	ES	\$270,000	10/1/24 – 9/30/25	10/1/24 – 3/31/25
RSS	ADD'L	\$30,060	10/1/24 – 9/30/25	10/1/24 – 3/31/25

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

**Date of Review:** 4/29/25

	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	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:** Folsom Cordova Community Partnership

**Findings and General Observations:**

The total costs as reported to SETA for the WIOA, CSBG, and RSS programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal desk monitoring.

CC: Anita Maldonado  
Governing Board

**MEMORANDUM TO:** Ms. Kathy

Chao-Rothberg

**DATE:** May 29, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Lao Family Community Development

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 403,635	7/1/24-6/30/25	7/1/24-12/31/24
WIOA	OSY	\$ 112,880	7/1/24-6/30/25	7/1/24-12/31/24

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

**Date of Review:** May 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 Workforce Innovation and Opportunity Act programs, Adult and Out of School Youth (OSY) from July 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. Jessie Mabry

**DATE:** May 31, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Opening Doors, Inc.

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:** April 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	N/A	N/A
12	Equipment Records	N/A	N/A



**Program Operator:** Opening Doors, Inc.

**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. Lisa Miller

**DATE:** July 10, 2025

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** Fiscal Desk Monitoring of Pivot Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 252,144	7/1/24 – 6/30/25	7/1/24 – 2/28/25
WIOA	H RTP – JC	\$ 112,500	4/1/24 – 3/31/26	4/1/24 – 2/28/25
WIOA	RERP	\$ 100,000	4/13/23 – 9/30/25	7/1/24 – 2/28/25
WIOA	H RTP – WEX Nav	\$ 125,000	4/1/24 – 3/31/26	4/1/24 – 2/28/25

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

**Date of Review:** 3/27/25

	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	No	No
6	Fringe Benefits	No	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	N/A	N/A
12	Equipment Records	N/A	N/A

**Program Operator:** Pivot Sacramento

**Findings and General Observations:**

The total costs as reported to SETA have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

N/A

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Ms. Mikako Fisher-Hill

**DATE:** July 8, 2025

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 6,574,867	8/1/24 – 7/31/25	8/1/24 – 1/31/25
Head Start	T & TA	\$ 31,200	8/1/24 – 7/31/25	8/1/24 – 1/31/25
Head Start	NCE 23-24	\$ 1,080,000	8/1/24 – 7/31/25	8/1/24 – 1/31/25
Early HS	NCE 23-24	\$ 126,000	8/1/24 – 7/31/25	8/1/24 – 1/31/25
Early HS	Basic	\$ 316,046	8/1/24 – 7/31/25	8/1/24 – 1/31/25
Early HS	T & TA	\$ 7,500	8/1/24 – 7/31/25	8/1/24 – 1/31/25

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

**Date of Review:** 3/27/25

	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	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	N/A	N/A
12	Equipment Records	N/A	N/A

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

N/A

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Ms. Amberlee Townsend-Snider

**DATE:** July 17, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of San Juan Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 7,656,919	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	TTA	\$ 33,400	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	ARP	\$ 1,249,126	4/1/21-3/31/25	8/1/24-1/31/25
Head Start	CRRSA	\$ 319,203	4/1/21-3/31/25	8/1/24-1/31/25
Head Start	Early HS	\$ 2,906,965	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	EHS TTA	\$ 30,912	8/1/24-7/31/25	8/1/24-1/31/25

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

**Date of Review:** May 2025

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	N/A	N/A
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	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	Yes	No
12	Equipment Records	N/A	N/A

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

We have reviewed the Head Start Basic and Early Head Start programs from August 1, 2024 to January 31, 2025. 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  
Policy Council

## MEMORANDUM

**TO:** Ms. Vasseliki Vervilos

**DATE:** June 5, 2025

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** Fiscal Monitoring of Twin Rivers Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
<b>RSS</b>	VESL/ES	\$ 660,000	10/1/23 – 9/30/24	3/1/24 – 9/30/24
<b>RSS</b>	ES	\$ 348,000	10/1/23 – 9/30/24	3/1/24 – 9/30/24
<b>RSS</b>	Add'l Sup	\$ 140,478	10/1/23 – 9/30/24	3/1/24 – 9/30/24
<b>RSS</b>	HAU	\$ 306,605	8/3/23 – 9/30/25	3/1/24 – 3/31/25
<b>RSS</b>	VESL/ES	\$ 660,000	10/1/24 – 9/30/25	10/1/24 – 3/31/25
<b>RSS</b>	ES	\$ 348,000	10/1/24 – 9/30/25	10/1/24 – 3/31/25
<b>RSS</b>	Add'l Sup	\$ 168,336	10/1/24 – 9/30/25	10/1/24 – 3/31/25

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

**Date of Review:** 4/2/25

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



**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for the RSS programs have been traced to the subgrantee's fiscal records.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal monitoring.

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Ms. Vasseliki Vervilos

**DATE:** July 8, 2025

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** Fiscal Monitoring of Twin Rivers Unified School District

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 2,552,500	8/1/24 – 7/31/25	8/1/24 – 3/31/25
Head Start	T & TA	\$ 15,930	8/1/24 – 7/31/25	8/1/24 – 3/31/25
Early HS	Basic	\$ 1,138,521	8/1/24 – 7/31/25	8/1/24 – 3/31/25
Early HS	T & TA	\$ 13,712	8/1/24 – 7/31/25	8/1/24 – 3/31/25
Early HS	23/24 NCE	\$ 1,207,923	8/1/24 – 7/31/25	8/1/24 – 3/31/25
Head Start	23/24 NCE	\$ 3,162,230	8/1/24 – 7/31/25	8/1/24 – 3/31/25

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

**Date of Review:** 4/3/25

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	N/A	N/A
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	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA for the Head Start and Early Head Start programs have been traced to the subgrantee's fiscal records.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal monitoring.

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Ms. Edenausageboye Davis

**DATE:** July 17, 2025

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** Desk Fiscal Monitoring of Women's Civic Improvement Club

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 1,478,255	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	No Cost Ext	\$ 17,252	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	TTA	\$ 11,700	8/1/24-7/31/25	8/1/24-1/31/25
Head Start	ARP	\$ 143,580	4/1/21-3/31/25	8/1/24-1/31/25

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

**Date of Review:** May 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:** Women's Civic Improvement Club

**Findings and General Observations:**

We have reviewed the Head Start programs of Basic, No Cost Extension, Training and Technical Assistance (TTA) and ARP (American Rescue Plan) from August 1, 2024 to January 31, 2025. 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  
Policy Council

## MEMORANDUM

**TO:** Mr. Mark Dandeneau

**DATE:** July 10, 2025

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal Desk Monitoring of World Relief Corporation - Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 99,660	1/1/24 – 12/31/24	1/1/24 – 12/31/24
RSS	ES	\$ 180,000	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	Add'l SS	\$ 24,120	10/1/23 – 9/30/24	10/1/23 – 9/30/24

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

**Date of Review:** 4/30/24

	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	N/A	N/A
12	Equipment Records	N/A	N/A

**Program Operator:** World Relief Corporation - Sacramento

**Findings and General Observations:**

The total costs as reported to SETA for the Community Services Block Grant and Refugee Support Services have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None.

CC: Anita Maldonado  
Governing Board

### **INFORMATION ITEM III-C**

#### **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 June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
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
Better Business Bureau	9	Senior Business Development Representative	5
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
	9	Red Light Enforcement Technician	1
	9	Senior Civil Engineer	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 Permits and Taxes	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
City of Sacramento	9	Animal Control Officer II	1
	7	Applications Developer	1
	3	Assistant Civil Engineer	2
	3	Building Inspector I	1
	9	Building Maintenance Worker	1
	3	Carpenter	1
	9	Code Enforcement Officer	2
	9	Customer Service Specialist	1
	9	Custodian I	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher I	1
	9	Dispatcher II	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
City of Sacramento	9	Police Officer	2
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Principal Budget Analyst	1
	9	Principal Planner	1
	7	Principal Systems Engineer	1
	9	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
City of Sacramento	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
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
	9	Assistant Waste Management Specialist Level I/II	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, Code Enforcement Division	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
	9	Construction Inspection Supervisor	1
	3	Construction Inspector	1
	3	Construction Management Supervisor	1

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	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	Custodian 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
	9	Engineering Aide Land Surveying	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist Level I/II	1
	9	Environmental Specialist III	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	Fire Engineer, Sacramento County Airport Fire	1
	9	Firefighter, Sacramento County Airport Fire Level I/II	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	7	Information Technology Applications Analyst III	1
	7	Information Technology Business Systems Analyst III	1
	9	Information Technology Division Chief	1
	7	Information Technology Manager	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
	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	2
	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	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 Assistant	1
	9	Senior Office Specialist	1
	9	Senior Personnel Specialist	1
	9	Senior Planner	1
	9	Senior Retirement Benefits Specialist	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Traffic Signal and Lighting Technician	2
	9	Senior Transportation Engineer	1
	9	Senior Utility Billing Services Representative	1
	9	Sheriff's Captain	1
	9	Sheriff's Records Officer I	1
	9	Special Assistant Board of Supervisors	1
	9	Storekeeper - Fleet Services	2
	9	Stormwater Utility Manager	1
	9	Supervising Animal Control Officer	1
	3	Supervising Building Inspector	1
	9	Supervising Communications/Operations Dispatcher	1
	9	Supervising Custodian I	1
	9	Supervising Deputy Clerk, Board of Supervisors	1
	9	Supervising Probation Officer	1
	9	Supervising Waste Management Specialist	1

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	6	Therapist Aide	1
	9	Traffic Signs Maintenance Worker II	1
	9	Veterans Claims Representative	1
	9	Waste Management Program Assistant	1
	9	Waste Management Program Associate	1
	9	Waste Management Program Manager II	1
	9	Waste Management Program Senior Associate	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 II	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	4	Admissions/Records Technician II	1
	4	Aircraft Maintenance Technician Adjunct Assistant Professor	1
	4	Alternate Media Design Specialist	1
	4	Anthropology Adjunct Assistant Professor	1
	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	3
	4	Aviation Assistant Professor	1
	4	Biology Adjunct Assistant Professor	1
	4	Building Inspection Technology Assistant Professor	1



# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
Los Rios Community College District	4	Campus Operations Supervisor	1
	4	Chemistry Assistant Professor	1
	4	Chief Counsel	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 (I) of Student Services	1
	4	Director (II) of Facilities Maintenance	1
	4	Director VI of Training Source	1
	4	Director VII of the Apprenticeship Grants Project	1
	4	Director X for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>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</b>			
Los Rios Community College District	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	Fitness Adjunct Assistant Professor Pool	1
	4	Geography Assistant Adjunct Professor	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Groundskeeper	1
	4	Head Custodian	1
	4	Head Softball Coach Adjunct Assistant Professor	1
	4	Health Education Adjunct Assistant Professor	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 - Chemistry	1
	4	Instructional Assistant - Cosmetology	1

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
Los Rios Community College District	4	Instructional Assistant - Costuming and Makeup	1
	4	Instructional Assistant - Disabled Student Program & Services	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Photography	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Assistant-Mathematics	1
	4	Interim Dean of Kinesiology and Athletics	1
	4	Laboratory Technician - Mechanics	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 Operations Clerk	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
Los Rios Community College District	4	Photography Adjunct Assistant Professor Pool	2
	4	Physics/Astronomy Adjunct Assistant Professor Pool	1
	4	Police Captain	1
	4	Police Officer	1
	4	Project Director (X) for TRIO Educational Talent Search	1
	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Recruit Training Officer	1
	4	Research Analyst	1
	4	Respiratory Care Adjunct Assistant Professor	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects-Sustainability Coordinator	1
	4	Student Support Assistant	4
	4	Student Support Specialist	3
	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

# SETA- Employer Activity Report

The following is an update of information as of June 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
Los Rios Community College District	4	Vietnamese Adjunct Assistant Professor Pool	1
	4	Welding Technology Assistant Professor	1
	4	Women and Gender Studies Adjunct Assistant Professor Pool	1
	4	Women's Basketball Adjunct Head Coach	1
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
Resource Staffing Group	9	Call Center - Customer Service Representative	1
	9	Data Entry Clerk	1
	9	Document Management Clerk	1
	9	Office Clerk	1
TTEC Government Solutions, LLC	9	Bilingual Healthcare Customer Service Representative - Remote	2
Total Maintenance Management	9	Airport Custodians	10
	9	Airport Porters	
	9	Overnight Custodian	10
UAW Center for Manufacturing a Green Economy	9	CMGE Community Director	1
	9	CMGE Workforce Development Director	1
<b>Total</b>			<b>466</b>

# SETA- Employer Activity Report

The following is an update of information as of July 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
California Employers Association	9	Facilitator	1
CareBuilders at Home Folsom	9	Caregiver	20
City of Elk Grove	9	Landscape Maintenance Supervisor	1
	9	Accounting Technician I/II	1
City of Sacramento	9	Administrative Officer	1
	9	Associate Architect	1
	3	Building Inspector II	1
	9	Crew Leader	1
	9	Customer Service Representative	1
	9	Deputy Fire Chief	1
	9	Director of Utilities	1
	9	Dispatcher I Recruit	1
	9	Dispatcher II	1
	9	Fire Assistant Chief	1
	9	Machinist Helper	1
	9	Maintenance Worker	1
	9	Park Maintenance Superintendent	1
	9	Plant Operator Water Division	1
	9	Police Officer Lateral	1
	9	Police Officer Recruit	2
	9	Principal Budget Analyst	1
	9	Program Coordinator 4thR	1
	4	Program Developer 4th R	1
County of Sacramento	9	Airport Manager	1
	9	Airport Operations Officer	1
	9	Assistant Clerk to the Board of Supervisors	1
	9	Assistant Planner D35	1
	9	Associate Auditor Appraiser	1

# SETA- Employer Activity Report

The following is an update of information as of July 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	9	Associate Landscape Architect	1
	3	Building Maintenance Worker	1
	9	Chief, Code Enforcement Division	1
	9	Collection Equipment Operator I	1
	9	Collection Equipment Operator II	1
	3	County Surveyor Principal Land Surveyor	1
	9	Custodian Level I/II	1
	9	Deputy Coroner Level I/II	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist III	1
	9	Executive Secretary	1
	9	Fire Engineer, Sacramento County Airport Fire	1
	9	Fire Engineer, Sacramento County Airport Fire	1
	9	Firefighter, Sacramento County Airport Fire Level I/II	1
	9	Health Program Coordinator	1
	9	Human Services Division Manager Range A/B	1
	7	Information Technology Manager	1
	6	Lactation Consultant *Revised	1
	9	Maintenance Helper Revised	1
	6	Medical Assistant Level I/II including Special Skills Classes	1
	9	Office Assistant Level I/II	1
	6	Pharmacy Technician	1
	9	Retirement Services Supervisor	1
	9	Senior Engineering Technician	1
	9	Senior Health Program Coordinator, Range A/B	1
	9	Senior Office Assistant	1
	9	Sheriff's Correctional Facility Recreation Supervisor	1
	9	Stock Clerk	1
	9	Stormwater Utility Supervisor	1
	9	Supervising Custodian II	1
	9	Supervising Scale Attendant	1
	3	Survey Party Chief	1
	3	Survey Technician Level I/II	1
	9	Waste Management Program Associate	1

# SETA- Employer Activity Report

The following is an update of information as of July 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
County of Sacramento	9	Waste Management Program Senior Associate	1
	3	Street Construction Equipment Operator	1
	3	Supervising Surveyor	1
	3	Supervisor Building Inspector	1
	9	Youth Aide	1
Los Rios Community College District	4	Account Clerk II	1
	4	Administrative Assistant I	1
	4	Athletic Trainer	1
	9	Aviation Adjunct Assistant Professor Pool	1
	4	Black Student Success Counselor/ Umoja Coordinator	1
	4	Building Inspection Technology Adjunct Assistant Professor	1
	4	Chief Counsel	1
	4	Child Development Center Lead Teacher	1
	4	Construction Site Cleaner	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Custodian	1
	4	Dean of Library and Learning Resource Center	1
	4	Dean of Student Engagement and Completion	1
	4	Director (I) of Student Services	1
	4	Director (II) of Facilities Maintenance	1
	6	Educational Center Assistant	1
	4	Electronic Technology Adjunct Assistant Professor	1
	4	Fire Technology Adjunct Assistant Professor Pool	1
	4	French Adjunct Assistant Professor	1
	4	Geography Adjunct Assistant Professor	1
	4	Groundskeeper	1
	4	Health Education Adjunct Assistant Professor	1
	4	Information Technology Systems/Database Administrator Analyst I	1
	4	Instructional Assistant - Chemistry	1



# SETA- Employer Activity Report

The following is an update of information as of July 23, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
<b>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</b>			
Los Rios Community College District	4	Instructional Assistant - Deaf Culture and American Sign Language Studies	1
	6	Instructional Assistant - Disabled Student Programs and Services	1
	4	Instructional Assistant - Photography	1
	4	Maintenance HVAC Mechanic	2
	4	Makerspace Adjunct Assistant Professor	1
	4	Mathematics Adjunct Assistant Professor	1
	4	Men's Basketball Adjunct Assistant Professor Head Coach	1
	4	Music Adjunct Assistant Professor	1
	4	Payroll Technician	1
	4	Photography Adjunct Assistant Professor	1
	4	Physics Adjunct Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor	1
	4	Senior Information Technology Technician - Computer Operations	1
	4	Spanish Adjunct Assistant Professor	1
	4	Student Support Assistant	4
	4	Theater Arts Film Adjunct Assistant Professor	1
	4	Account Clerk II	1
	4	Building Inspection Technology Adjunct Assistant Professor	1
Pro Floors Inc.	9	Construction Site Cleaner	1
Sacramento Regional Fire/EMS Communication Center	9	911 Dispatcher	16
<b>TOTAL</b>			151

**INFORMATION ITEM III-D**  
**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 June 30, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>California Communication Access Foundation</b> 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
<b>Off Duty Services</b> 6600 Bruceville Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
<b>VSP Vision</b> 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
<b>Agilent Technologies, Inc.</b> 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
<b>Construction Innovations</b> 10630 Mather Blvd. Suite 200 Mather, CA 95655	Construction	8/20/2024	Permanent	165	Sacramento, CA	Yes	Yes
<b>Coach USA</b> 7701 Wilbur Way Sacramento, CA 95828	Transportation	9/3/2024	Permanent	59	Sacramento, CA	Yes	Yes
<b>Big Lots</b> 6630 Valley Hi Drive Sacramento, CA 95823	Retail	8/1/2024	Closure	12	Sacramento, CA	No	Yes
<b>Big Lots</b> 8700 Rivera Drive Sacramento, CA 95826	Retail	8/1/2024	Closure	20	Sacramento, CA	No	Yes
<b>Big Lots</b> 9500 Greenback Lane Folsom, CA 95630	Retail	8/1/2024	Closure	22	Folsom, CA	No	Yes
<b>Bucca di Beppo</b> 1249 Howe Ave. Sacramento, CA 95825	Restaurant	8/2/2024	Closure	48	Sacramento, CA	Yes	Yes
<b>Sunpower</b> 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 June 30, 2025

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

The following is an update of information as of June 30, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Advanced Auto Parts</b> 2500 Arden Way, Unit 101 Sacramento, CA 95825	Retail	3/9/2025	Permanent	9	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 5135 Auburn Blvd Sacramento, CA 95841	Retail	3/9/2025	Permanent	19	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 955 Fee Dr. Sacramento, CA 95815	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 10899 Folsom Blvd. Rancho Cordova, CA 95670	Retail	3/9/2025	Permanent	10	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 9304 Greenback Lane Orangevale, CA 95662	Retail	3/9/2025	Permanent	6	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 3538 Northgate Blvd Sacramento, CA 95834	Retail	3/9/2025	Permanent	8	Sacramento, CA	Yes	Yes
<b>Advanced Auto Parts</b> 5885 47th Ave. Sacramento, CA 95841	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
<b>Macy's</b> 6000 Sunrise Mall Citrus Heights, CA 95610	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes
<b>Macy's</b> 414 K Street Sacramento, CA 95814	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes

## Dislocated Worker Information PY 2024/2025

The following is an update of information as of June 30, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Party City</b> 6302 Sunrise Blvd. Citrus Heights, CA 95610	Retail	2/28/2025	Permanent	10	Sacramento, CA	No	Yes
<b>Party City</b> 2780 E. Bidwell St. #100 Folsom, CA 95630	Retail	2/28/2025	Permanent	12	Sacramento, CA	No	Yes
<b>Party City</b> 1703 Arden Way Sacramento, CA 95815	Retail	2/28/2025	Permanent	15	Sacramento, CA	No	Yes
<b>1 Click Logistics</b> 7461 Metro Air Parkway, Ste. 100 Sacramento, CA 95837	Logistics/Transportation	3/31/2025	Permanent	12	Sacramento, CA	Yes	Yes
<b>Intel</b> 1900 Prairie City Rd, Folsom, CA 95630	IT	3/31/2025	Permanent	58	Sacramento, CA	Yes	Yes
<b>Kohl's</b> 1703 Arden Way Sacramento, CA 95815	Retail	3/30/2025	Permanent	60	Sacramento, CA	Yes	Yes
<b>JOANN Fabric and Crafts</b> 3130 Arden Way Sacramento, CA 95825	Retail	3/31/2025	Permanent	21	Sacramento, CA	Yes	Yes
<b>JOANN Fabric and Crafts</b> 1010 E. Bidwell St. Folsom, CA 95630	Retail	3/31/2025	Permanent	20	Folsom, CA	Yes	Yes
<b>JOANN Fabric and Crafts</b> 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 June 30, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>JOANN Fabric and Crafts</b> 5489 Sunrise Blvd. Citrus Heights, CA 95610	Retail	3/31/2025	Permanent	25	Citrus Heights	Yes	Yes
<b>Sacramento Motorcars LLC</b> 8590 Laguna Grove Dr. Elk Grove, CA 95757	Retail	3/31/2025	Permanent	199	Sacramento, CA	Yes	Yes
<b>Macy's Fulfillment Center</b> 6200 Franklin Blvd. Sacramento, CA 95824	Retail	9/27/2025	Permanent	78	Sacramento, CA	Yes	Yes
<b>Forever 21</b> 1689 Arden Way Sacramento, CA 95815	Retail	5/31/2025	Permanent	10	Sacramento, CA	Yes	Yes
<b>Forever 21</b> 13000 Folsom Blvd. Suite 607 Folsom, CA 95630	Retail	5/31/2025	Permanent	10	Folsom, CA	Yes	Yes
<b>SKhynixAmerica, Inc.</b> 10951 White Rock Rd. Rancho Cordova, CA 95670	Manufacturing	5/19/2025	Permanent	67	Rancho Cordova, CA	Yes	Yes
<b>Jones Lang LaSalle Americas, Inc.</b> 4900 W. Elkhorn Blvd. Sacramento, CA 95835	Real Estate Investment	6/14/2025	Permanent	77	Rancho Cordova, CA	Yes	Yes
<b>SSP America</b> 6900 Airport Blvd. Sacramento, CA 95837	Hospitality	6/17/2025	Permanent	105	Sacramento, CA	Yes	Yes
<b>Blue Shield of California</b> 3300 Zinfandel Dr. Building A Rancho Cordova, CA	Healthcare	6/25/2025	Permanent	12	Rancho Cordova, CA	Yes	Yes

## Dislocated Worker Information PY 2024/2025

The following is an update of information as of June 30, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Highlands Community Charter &amp; Technical School</b> 1333 Grand Ave Sacramento, CA 95838	Education	6/30/2025	Permanent	631	Sacramento, CA	Yes	Yes
<b>Center Point, Inc.</b> 100 & 300 Prison Point Rd. Represa, CA 95671	Prison	6/30/2025	Permanent	37	Sacramento, CA	Yes	Yes
<b>Unitek Learning</b> 4330 Watt Ave, 4th Floor Sacramento, CA 95823	Education	7/3/2025	Permanent	3	Sacramento, CA	Yes	Yes
<b>Walgreens</b> 2900 Stockton Blvd. Sacrament, CA 95127	Retail	6/25/2025	Permanent	35	Sacramento, CA	Yes	Yes
<b>Seasons 52</b> 1689 Arden Way Sacramento, CA 95815	Hospitality	5/19/2025	Permanent	85	Sacramento, CA	Yes	Yes
<b>UPS</b> 1380 Shore Street West Sacramento, CA 95691	Transportation	7/14/2025	Temporary	355	West Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 4300 Elverta Rd. Antelope , CA 95834	Retail	6/25/2025	Permanent	23	Sacramento, CA	Yes	Yes
<b>Blue Diamond Growers</b> 1802 C Street Sacramento , CA 95811	Manufacturing	9/1/2025 3-1-26 9-1-26	Permanent	632	Sacramento, CA	Yes	Yes
				<b>4,260</b>			



## Dislocated Worker Information PY 2025/2026

The following is an update of information as of July 23, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Blue Shield of California</b> 3300 Zinfandel Dr. Building A Rancho Cordova, CA	Healthcare	6/25/2025	Permanent	12	Rancho Cordova, CA	Yes	Yes
<b>Highlands Community Charter &amp; Technical School</b> 1333 Grand Ave Sacramento, CA 95838	Education	6/30/2025	Permanent	631	Sacramento, CA	Yes	Yes
<b>Center Point, Inc.</b> 100 & 300 Prison Point Rd. Represa, CA 95671	Prison	6/30/2025	Permanent	37	Sacramento, CA	Yes	Yes
<b>Unitek Learning</b> 4330 Watt Ave, 4th Floor Sacramento, CA 95823	Education	7/3/2025	Permanent	3	Sacramento, CA	Yes	Yes
<b>Walgreens</b> 2900 Stockton Blvd. Sacramento, CA 95127	Retail	6/25/2025	Permanent	35	Sacramento, CA	Yes	Yes
<b>UPS</b> 1380 Shore Street West Sacramento, CA 95691	Transportation	7/14/2025	Temporary	355	West Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 4300 Elverta Rd. Antelope , CA 95834	Retail	6/25/2025	Permanent	23	Sacramento, CA	Yes	Yes
<b>Blue Diamond Growers</b> 1802 C Street Sacramento , CA 95811	Manufacturing	9/1/2025 3-1-26 9-1-26	Permanent	632	Sacramento, CA	Yes	Yes
				<b>1,728</b>			

**INFORMATION ITEM 149**

**Unemployment Update/Press Release from the Employment Development Department**

Presenter: ~~OF 2024~~ /Cara Welch

**BACKGROUND:**

The unemployment rate for the Sacramento MSA for the month of June was 5.3%.

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 DivisionContact: Cara Welch  
(916) 530-1700**SACRAMENTO—ROSEVILLE—FOLSOM METROPOLITAN STATISTICAL AREA (MSA)**  
**(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**  
**Total employment up 200 over the month; up 8,100 over the year**

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.3 percent in June 2025, up from a revised 4.3 percent in May 2025, and above the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 6.1 percent in Yolo County.

**Between May 2025 and June 2025**, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 200 to total 1,108,600 jobs.

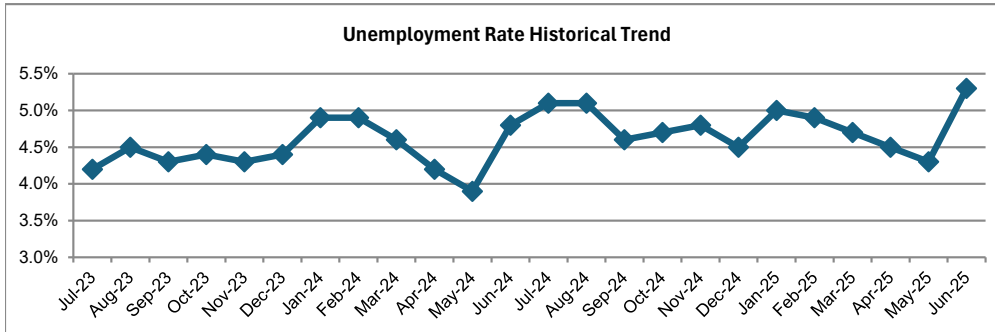
- Construction led month-over job growth, with a seasonal gain of 1,300 jobs. Specialty trade contractors (up 1,300 jobs) was responsible for the expansion.
- Employment in leisure and hospitality continued to trend up in June, with an increase of 800 jobs. Within the industry sector, arts, entertainment, and recreation grew by 500 jobs while accommodation and food services picked up 300 jobs.
- On the contrary, professional and business services reported the largest month-over decline, shedding 1,100 jobs. Job losses were reported in administrative and support and waste services (down 1,100 jobs) and professional, scientific, and technical services (down 200 jobs). Meanwhile, a gain of 200 jobs in management of companies and enterprises slightly offset the industry losses.
- Government (down 900 jobs) experienced a normal season decline as schools entered summer recess. Local government (down 900 jobs) was responsible for the decrease. State and federal government payrolls remained unchanged.

**Between June 2024 and June 2025**, total jobs in the region increased by 8,100 or 0.7 percent.

- Over the year, private education and health services payrolls expanded by 11,900 jobs. Healthcare and social assistance reported an additional 11,200 jobs, while private educational services added 700 jobs.
- Leisure and hospitality employment grew by 1,600 jobs. Job gains were recorded in arts, entertainment, and recreation (up 1,000 jobs) and accommodation and food services (up 600 jobs).
- On the downside, professional and business services fell by 3,100 jobs compared to last June. Losses in professional, scientific, and technical services (down 2,600 jobs) and administrative and support and waste services (down 900 jobs) were partially offset by growth in management of companies and enterprises (up 400 jobs).
- Construction recorded a year-over drop of 1,800 jobs. Most of the sector losses occurred in specialty trade contractors (down 1,500 jobs) followed by construction of buildings (down 600 jobs).

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

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.3 percent in June 2025, up from a revised 4.3 percent in May 2025, and above the year-ago estimate of 4.8 percent. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.4 percent for the nation during the same period. The unemployment rate was 5.2 percent in El Dorado County, 4.6 percent in Placer County, 5.3 percent in Sacramento County, and 6.1 percent in Yolo County.



Industry	May-2025	Jun-2025	Change		Jun-2024	Jun-2025	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,108,400	1,108,600	200		1,100,500	1,108,600	8,100
Total Farm	9,500	9,800	300		9,800	9,800	0
Total Nonfarm	1,098,900	1,098,800	(100)		1,090,700	1,098,800	8,100
Mining, Logging, and Construction	75,700	77,000	1,300		78,800	77,000	(1,800)
Mining and Logging	400	400	0		400	400	0
Construction	75,300	76,600	1,300		78,400	76,600	(1,800)
Manufacturing	39,500	39,600	100		40,200	39,600	(600)
Trade, Transportation, and Utilities	165,000	165,100	100		164,900	165,100	200
Information	9,000	9,000	0		9,300	9,000	(300)
Financial Activities	45,500	45,700	200		46,500	45,700	(800)
Professional and Business Services	132,000	130,900	(1,100)		134,000	130,900	(3,100)
Private Education and Health Services	209,700	209,400	(300)		197,500	209,400	11,900
Leisure and Hospitality	114,300	115,100	800		113,500	115,100	1,600
Other Services	40,200	39,900	(300)		39,800	39,900	100
Government	268,000	267,100	(900)		266,200	267,100	900

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

Labor force data are revised month to month

Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

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

Data Not Seasonally Adjusted

	Jun 24	Apr 25	May 25 Revised	Jun 25 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,177,300	1,201,500	1,201,200	1,198,800	-0.2%	1.8%
Civilian Employment	1,121,400	1,148,000	1,149,300	1,135,800	-1.2%	1.3%
Civilian Unemployment	55,900	53,500	52,000	63,000	21.2%	12.7%
Civilian Unemployment Rate	4.8%	4.5%	4.3%	5.3%		
(CA Unemployment Rate)	5.4%	5.0%	5.0%	5.7%		
(U.S. Unemployment Rate)	4.3%	3.9%	4.0%	4.4%		

Total, All Industries (2)	1,100,500	1,104,100	1,108,400	1,108,600	0.0%	0.7%
Total Farm	9,800	8,700	9,500	9,800	3.2%	0.0%
Total Nonfarm	1,090,700	1,095,400	1,098,900	1,098,800	0.0%	0.7%
Total Private	824,500	828,700	830,900	831,700	0.1%	0.9%
Goods Producing	119,000	115,200	115,200	116,600	1.2%	-2.0%
Mining, Logging, and Construction	78,800	75,800	75,700	77,000	1.7%	-2.3%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	78,400	75,400	75,300	76,600	1.7%	-2.3%
Construction of Buildings	15,700	15,200	15,200	15,100	-0.7%	-3.8%
Specialty Trade Contractors	53,800	51,200	51,000	52,300	2.5%	-2.8%
Foundation, Structure, and Building Exterior	14,500	13,000	13,200	13,600	3.0%	-6.2%
Building Equipment Contractors	22,700	22,000	21,800	22,300	2.3%	-1.8%
Building Finishing Contractors	11,200	10,900	10,900	11,200	2.8%	0.0%
Manufacturing	40,200	39,400	39,500	39,600	0.3%	-1.5%
Durable Goods	25,800	25,400	25,400	25,500	0.4%	-1.2%
Computer and Electronic Product Manufactu	4,400	4,100	4,100	4,200	2.4%	-4.5%
Non-Durable Goods	14,400	14,000	14,100	14,100	0.0%	-2.1%
Food Manufacturing	5,900	6,100	6,200	6,200	0.0%	5.1%
Service-Providing	971,700	980,200	983,700	982,200	-0.2%	1.1%
Private Service Providing	705,500	713,500	715,700	715,100	-0.1%	1.4%
Trade, Transportation, and Utilities	164,900	165,000	165,000	165,100	0.1%	0.1%
Wholesale Trade	28,100	28,100	28,100	28,000	-0.4%	-0.4%
Merchant Wholesalers, Durable Goods	16,100	15,800	15,900	15,800	-0.6%	-1.9%
Merchant Wholesalers, Nondurable Goods	10,700	10,900	10,900	10,800	-0.9%	0.9%
Retail Trade	96,200	96,500	96,400	96,500	0.1%	0.3%
Motor Vehicle & Parts Dealer	14,100	14,100	14,100	14,100	0.0%	0.0%
Building Material and Garden Equipment and	8,800	8,800	8,800	8,700	-1.1%	-1.1%
Grocery and Convenience Retailers	20,000	20,300	20,400	20,400	0.0%	2.0%
General Merchandise Retailers	20,300	20,700	20,700	20,800	0.5%	2.5%
Health and Personal Care Retailers	5,000	4,900	4,900	4,900	0.0%	-2.0%
Clothing, Clothing Accessories, Shoe, and Je	6,400	6,500	6,600	6,600	0.0%	3.1%
Sporting Goods, Hobby, Musical Instrument,	10,100	10,400	10,400	10,400	0.0%	3.0%
Transportation, Warehousing, and Utilities	40,600	40,400	40,500	40,600	0.2%	0.0%
Information	9,300	9,000	9,000	9,000	0.0%	-3.2%
Publishing Industries	2,100	2,000	2,000	2,000	0.0%	-4.8%
Telecommunications	2,300	2,200	2,200	2,100	-4.5%	-8.7%
Financial Activities	46,500	45,500	45,500	45,700	0.4%	-1.7%
Finance and Insurance	28,500	28,300	28,300	28,400	0.4%	-0.4%
Credit Intermediation and Related Activities i	8,000	7,900	7,900	7,900	0.0%	-1.3%
Depository Credit Intermediation including M	5,000	4,900	4,900	4,900	0.0%	-2.0%
Nondepository Credit Intermediation	1,700	1,700	1,700	1,700	0.0%	0.0%
Insurance Carriers and Related Activities	17,200	17,200	17,200	17,400	1.2%	1.2%
Real Estate and Rental and Leasing	18,000	17,200	17,200	17,300	0.6%	-3.9%
Real Estate	13,700	13,600	13,600	13,700	0.7%	0.0%
Professional and Business Services	134,000	132,300	132,000	130,900	-0.8%	-2.3%
Professional, Scientific, and Technical Service	61,200	59,100	58,800	58,600	-0.3%	-4.2%
Architectural, Engineering, and Related Ser	10,600	10,900	10,900	11,000	0.9%	3.8%
Management of Companies and Enterprises	15,400	15,700	15,600	15,800	1.3%	2.6%
Administrative and Support and Waste and Re	57,400	57,500	57,600	56,500	-1.9%	-1.6%
Administrative and Support Services	54,000	54,000	54,000	52,900	-2.0%	-2.0%

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

Data Not Seasonally Adjusted

	Jun 24	Apr 25	May 25 Revised	Jun 25 Prelim	Percent Change	
					Month	Year
Employment Services	16,300	15,600	15,700	14,900	-5.1%	-8.6%
Services to Buildings and Dwellings	18,800	19,200	19,300	19,300	0.0%	2.7%
Private Education and Health Services	197,500	209,100	209,700	209,400	-0.1%	6.0%
Private Educational Services	16,300	17,700	17,600	17,000	-3.4%	4.3%
Health Care and Social Assistance	181,200	191,400	192,100	192,400	0.2%	6.2%
Ambulatory Health Care Services	63,300	66,500	66,500	66,300	-0.3%	4.7%
Hospitals	27,800	29,500	29,600	29,600	0.0%	6.5%
Nursing and Residential Care Facilities	19,700	21,300	21,300	21,400	0.5%	8.6%
Leisure and Hospitality	113,500	113,300	114,300	115,100	0.7%	1.4%
Arts, Entertainment, and Recreation	21,400	22,300	21,900	22,400	2.3%	4.7%
Accommodation and Food Services	92,100	91,000	92,400	92,700	0.3%	0.7%
Accommodation	9,100	9,000	8,800	9,200	4.5%	1.1%
Food Services and Drinking Places	83,000	82,000	83,600	83,500	-0.1%	0.6%
Restaurants and Other Eating Places	78,600	77,900	79,200	79,300	0.1%	0.9%
Full-Service Restaurants	34,300	34,000	34,600	34,900	0.9%	1.7%
Limited-Service Restaurants and Other Ea	44,300	43,900	44,600	44,400	-0.4%	0.2%
Other Services	39,800	39,300	40,200	39,900	-0.7%	0.3%
Repair and Maintenance	11,600	11,000	11,200	11,200	0.0%	-3.4%
Government	266,200	266,700	268,000	267,100	-0.3%	0.3%
Federal Government	14,800	14,500	14,200	14,200	0.0%	-4.1%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	251,400	252,200	253,800	252,900	-0.4%	0.6%
State Government	139,000	137,400	138,000	138,000	0.0%	-0.7%
State Government Educational Services	28,800	27,800	28,300	28,200	-0.4%	-2.1%
State Government Excluding Education	110,200	109,600	109,700	109,800	0.1%	-0.4%
Local Government	112,400	114,800	115,800	114,900	-0.8%	2.2%
Local Government Educational Services	59,800	63,100	63,400	61,500	-3.0%	2.8%
Local Government excluding Educational Se	52,600	51,700	52,400	53,400	1.9%	1.5%
County Government	20,600	20,000	20,000	20,200	1.0%	-1.9%
City Government	11,700	11,200	11,600	12,000	3.4%	2.6%
Special Districts plus Tribes	20,300	20,500	20,800	21,200	1.9%	4.4%

**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**  
**June 2025 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,768,400</b>	<b>18,633,300</b>	<b>1,135,100</b>	<b>5.7%</b>
ALAMEDA	15	867,400	824,300	43,100	5.0%
ALPINE	54	390	350	40	10.2%
AMADOR	32	15,310	14,380	930	6.1%
BUTTE	38	92,900	86,900	6,000	6.5%
CALAVERAS	38	17,840	16,680	1,160	6.5%
COLUSA	57	11,660	10,240	1,420	12.2%
CONTRA COSTA	18	583,400	553,700	29,700	5.1%
DEL NORTE	38	9,090	8,500	590	6.5%
EL DORADO	19	91,500	86,800	4,800	5.2%
FRESNO	50	483,000	441,500	41,500	8.6%
GLENN	48	12,220	11,270	950	7.8%
HUMBOLDT	23	61,200	57,800	3,400	5.6%
IMPERIAL	58	74,500	60,400	14,000	18.9%
INYO	8	8,550	8,160	390	4.6%
KERN	52	413,700	374,000	39,700	9.6%
KINGS	53	58,900	53,100	5,700	9.7%
LAKE	46	26,480	24,550	1,930	7.3%
LASSEN	36	8,240	7,730	510	6.2%
LOS ANGELES	28	5,043,100	4,743,500	299,600	5.9%
MADERA	49	72,100	66,400	5,800	8.0%
MARIN	6	126,500	120,800	5,600	4.5%
MARIPOSA	19	7,850	7,450	410	5.2%
MENDOCINO	27	37,510	35,340	2,170	5.8%
MERCED	55	124,700	111,700	13,100	10.5%
MODOC	32	3,260	3,060	200	6.1%
MONO	1	8,750	8,390	360	4.1%
MONTEREY	37	237,200	222,300	14,900	6.3%
NAPA	3	78,900	75,600	3,300	4.2%
NEVADA	15	47,960	45,550	2,410	5.0%
ORANGE	6	1,638,100	1,564,900	73,200	4.5%
PLACER	8	207,700	198,100	9,600	4.6%
PLUMAS	32	8,110	7,610	500	6.1%
RIVERSIDE	30	1,193,500	1,121,900	71,700	6.0%
SACRAMENTO	21	786,600	744,900	41,700	5.3%
SAN BENITO	42	34,500	32,100	2,400	7.0%
SAN BERNARDINO	28	1,038,900	978,000	60,900	5.9%
SAN DIEGO	14	1,672,700	1,591,200	81,500	4.9%
SAN FRANCISCO	3	509,800	488,400	21,400	4.2%
SAN JOAQUIN	42	372,900	346,800	26,100	7.0%
SAN LUIS OBISPO	13	135,100	128,600	6,500	4.8%
SAN MATEO	1	417,600	400,500	17,200	4.1%
SANTA BARBARA	12	228,600	218,000	10,700	4.7%
SANTA CLARA	8	1,026,000	978,700	47,300	4.6%
SANTA CRUZ	30	139,700	131,300	8,400	6.0%
SHASTA	22	81,200	76,700	4,500	5.5%
SIERRA	5	1,520	1,460	70	4.3%
SISKIYOU	42	17,070	15,870	1,200	7.0%
SOLANO	23	217,200	205,000	12,200	5.6%
SONOMA	8	250,200	238,600	11,600	4.6%
STANISLAUS	47	260,300	240,500	19,800	7.6%
SUTTER	51	47,600	43,300	4,300	9.0%
TEHAMA	41	27,530	25,670	1,860	6.8%
TRINITY	26	5,770	5,450	330	5.7%
TULARE	56	227,400	203,000	24,400	10.7%
TUOLUMNE	23	22,590	21,330	1,260	5.6%
VENTURA	15	426,400	405,100	21,300	5.0%
YOLO	32	113,000	106,100	6,900	6.1%
YUBA	45	36,500	33,900	2,600	7.2%

**Notes**

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

2) Labor force data for all geographic areas now reflect the March 2024 benchmark and Census Vintage 2023 population controls at the state level.  
 SETA Governing Board Page 100 Thursday, August 7, 2025

**INFORMATION ITEM III-F**  
**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

### \*June, 2025

6/5/25 - Franklin Head Start had an end of the year celebration field trip to Fairytale Town we prepped 21 sack lunches.

6/5/25 - Nedra Court Head Start had a field trip to the City of Sacramento we prepped 42 sack lunches.

6/6/25 - Alder Grove I/T had a field trip to Station 5 Fire Station no sack lunch was requested. (children ate the regular menu that day)

6/13/25 - Capital City had a field trip to the Sacramento Zoo we prepped 40 sack lunches.

6/27/25 - Homebase had an end of the year celebration we prepped 120 meals.

Lunch	PM Snack	Breakfast	Field Trips
29,676	27,863	27,842	5

Total Amount of Meals and Snacks Prepared	85,604
---	--------

#### Purchases:

Food	\$103,067.42
------	--------------

Non - Food	\$11,096.21
------------	-------------

#### Building Maintenance and Repair:

##### Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:	\$3,018.81
------------------------------------	------------

Vehicle Maintenance and Repair:	\$1,409.92
---------------------------------	------------

Vehicle Gas / Fuel:	\$1,698.18
Normal Delivery Days	22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**June 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
<b>SETA operated</b>	1364	256	<b>19%</b>	739	208	<b>28%</b>
<b>Twin Rivers USD</b>	156	46	<b>29%</b>	56	8	<b>14%</b>
<b>Elk Grove USD</b>	440	95	<b>22%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	103	<b>15%</b>	16	1	<b>6%</b>
<b>San Juan USD</b>	712	94	<b>13%</b>	96	11	<b>11%</b>
<b>WCIC</b>	100	7	<b>7%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>601</b>	<b>17%</b>	<b>907</b>	<b>228</b>	<b>25%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (06/30/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	440	439	0	100%	0%
Sacramento City USD	676	637	0	94%	1% -
San Juan USD	712	677	24 (98%)	95%	1% -
SETA	1,364 (1,320) <sup>e</sup>	1,366	0	103%	0% +
Twin Rivers USD	156	155	0	99%	1% -
WCIC/Playmate	100	100	0	100%	0%
<b>Total</b>	<b>3,448 (3,404)<sup>e</sup></b>	<b>3,374</b>	<b>24 (100%)</b>	<b>99%</b>	<b>0%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (06/30/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	166	165	10 (106%)	99%	1% -
SETA	739 (721) <sup>e</sup>	722	0	100%	1% -
Twin Rivers USD	56	44	0	79%	14% -
SCUSD	16	14	0	94%	5% -
<b>Total</b>	<b>977 (959)<sup>e</sup></b>	<b>945</b>	<b>10 (100%)</b>	<b>99%</b>	<b>1% -</b>

- (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.  
(e) Total Funded Enrollment during summer months.

## **Reasons for Program Under Enrollment**

### ***Elk Grove USD***

- The SYNERGY registration queue is currently at 14 families. The 24-25 EGUSD Preschool Interest Form has a total of 341 recruitment, 81 registered -not certified, and 104 waitlist-certified families. Our program currently has 1 vacancy.

### ***Sacramento City USD***

- While not exhaustive, the following key issues have been consistently observed across sites and are contributing to ongoing under-enrollment: A high proportion of families contacted require income waivers to qualify, impacting immediate eligibility.
- Persistent barriers to family engagement and recruitment, including limited access to transportation, language services, and awareness of available programs.

### ***San Juan USD***

- Continued reduction of 24 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: ERSEA Content Specialist.
- Waitlists for Home-based programs has decreased.

### ***SETA***

- SETA's enrollment continues to remain above the Full Enrollment Initiative (FEI) minimum threshold of 97%. This reflects our continued efforts to maintain full enrollment through active recruitment, timely eligibility determinations, and effective community partnerships.

### ***Twin Rivers USD***

- Staffing vacancies for (1) Head Start Site Supervisor, (4) ECE Para Educators, (2) ECE Rover and (1) Teacher.

### ***WCIC/Playmate***

- WCIC's enrollment has maintained at 100% for the month of June.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets within the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.
- Alternative recruitment strategies are the use of the Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children who meet our age requirements. Families that are currently on the TK (Transitional Kindergarten) waitlist have also been contacted by various ERSEA team members to offer them potential placement in one of our programs.

### ***Sacramento City USD***

- The ERSEA Team actively participates in community events to promote our preschools, build relationships, and foster trust. We collaborate with the Communications Department to ensure consistent messaging and high visibility. Regular team meetings are held with documented agendas and minutes to support accountability.
- SCUSD Early Learning & Care (ELC) had the opportunity to partner with Telemundo Network, a leading American Spanish-language television network owned by NBC, to promote our Infant/Toddler and Preschool Programs. On June 16, 2025, Lorena Poon, one of the dedicated Coordinators at ELC, represented our program in an interview with Telemundo. This media appearance provided an incredible platform to raise awareness about our services and connect with the local Spanish-speaking community.
- A second opportunity for outreach, SCUSD/ELC will be participating in a community event on July 26, 2025, as part of our ongoing efforts to promote our Infant/Toddler and Preschool Programs. This event will allow us to connect directly with families, share information about our services, and continue building awareness and engagement, and strengthen our visibility within the community. Participation in community-based outreach activities such as this supports our recruitment and enrollment goals, while also fostering meaningful connections with the families we serve.

### ***San Juan USD***

- New Eligibility online format and system allows for faster processing time. All PELs are up to date. 466 have been processed.

### ***SETA***

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Highlands Job Fair and Unity Fair. From these events, 9 families completed Interest forms for services.

### ***Twin Rivers USD***

- The ERSEA team recruited at the following community events: Bring Your Parent to School Day, in addition to using revised banners at all four sites that directs families with QR code 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.
- SETA will provide a waiting list of families that completed an online inquiry for services from the following zip codes: 95817, 95818, 95820, and 95824.

## **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.