

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Special Meeting

Thursday September 4, 2025, 8:00 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. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 82864364983#US (San Jose).

Meeting ID: 828 6436 4983

Passcode: 153953

[Join instructions](#)

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

MAYOR PRO TEM
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I. CONSENT ITEMS:

- | | | |
|----|---|------|
| A. | Approval of Minutes of August 7, 2025, Regular Board Meeting
(Anita Maldonado) | 1-18 |
| B. | Approval of Claims and Warrants (Anita Maldonado) | 19 |

II. ACTION ITEMS:

A. General Administration:

- | | | |
|----|--|-------|
| 1. | Timed Item 9:00 a.m. and Public Hearing
Approval of Revisions to the Payroll Specialist Job Specification
(Sheri Green-Johnson) | 20-24 |
|----|--|-------|

B. Workforce Development Department

General/Discretionary:

- | | | |
|----|---|----|
| 1. | Ratification of the Submission of an Application to the Employment
Development Department for Industry-driven Skills Training Fund
Grant Program, and Authorize the Executive Director to Execute the
Agreement, Any Other Documents Required by the Funding Source,
and Enter into Subcontracts with Service Providers
(Lauren Mechals/Julie Davis-Jaffe) | 25 |
|----|---|----|

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services:

- | | | |
|----|--|-------|
| 2. | Approval of Funding Extension Recommendations for Refugee
Support Services (RSS) and RSS Set-aside Programs, and Additional
Support Services, Program Year (PY) 2025-2026 (Michelle O'Camb) | 26-36 |
| 3. | Approval to Extend Agreements with the Refugee Program Service
Providers Under RSS Housing Assistance to Ukrainians (HAU) Grant,
and Reallocate Funds Based on Service and Expenditure Levels
(Michelle O'Camb) | 37-39 |

C. Children And Family Services Department:

- | | | |
|----|---|-------|
| 1. | Approval of One-time Supplemental Funds for Nutrition and Healthy
Eating for Head Start Children and Families (Karen Griffith) | 40-53 |
|----|---|-------|

III. INFORMATION ITEMS:

- | | | |
|----|---|-------|
| A. | Fiscal Monitoring Reports (Mario Maslac) <ul style="list-style-type: none"> • Asian Resources, Inc. • Bach Viet Association, Inc. • Lao Family Community Development, Inc. | 54-60 |
| B. | Employer Success Stories and Activity Report (William Walker) | 61-67 |
| C. | Dislocated Worker Update (William Walker) | 68-70 |
| D. | Unemployment Update/Press Release from the Employment Development | |

Department (Anita Maldonado/Cara Welch)	71-76
E. Head Start Reports (Karen Griffith)	77-82

IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA 83

V. REPORTS TO THE BOARD: 84

- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board

VI. ADJOURNMENT

DISTRIBUTION DATE: Thursday, August 28, 2025.

CONSENT ITEM I-A

Approval of Minutes of August 7, 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 August 7, 2025, meeting for your review.

MINUTES/SYNOPSIS

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 9:03 a.m. The roll was called, and a quorum was established.

Members Present:

Rich Desmond, Chair, Board of Supervisors

Patrick Kennedy, Member, Board of Supervisors

Mai Vang, Member, City of Sacramento

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

Members Absent: None

Recognition of Long-term Employees:

Ms. Cheryl Dawson, Head Start Site Supervisor (25 years of service)

Ms. Megan Lamb congratulated Ms. Cheryl Dawson on her 25 years at SETA and provided her background highlights.

Mr. Juan Jimenez, Head Start Infant/Toddler Lead Teacher (25 years of service)

Ms. Kristine Atoyan congratulated Mr. Juan Jimenez on his 25 years at SETA and provided her background highlights.

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

I. CONSENT ITEMS:

- A. Approval of Minutes of June 5, 2025, Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency (SETA)
- 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

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

- A. Approval of Minutes of June 5, 2025, Regular Board Meeting
- B. Approval of Claims and Warrants

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

II. ACTION ITEMS:

A. General Administration

1. Timed Item 9:00 and Public Hearing

Approval of the SETA Final Budget for Fiscal Year 2025-2026

Mr. Maslac reviewed the item. The overall budget for Fiscal Year 2025-2026 is \$136,900,573, which represents a decrease of nearly \$5 million compared to the previous year. This decline is primarily due to the expiration of one-time funding. The final budget reflects several changes from the recommended budget approved by the Board in June, which are based on more accurate data available after the closeout of Fiscal Year 2024-2025. The difference between the recommended budget and the final budget is approximately \$1.7 million, largely because no new refugee funding has been allocated to the Agency this year. Additionally, the final budget includes appropriations for Valley Vision, the James Irvine Foundation, and Sacramento County NextGen funding, all of which were awarded after the recommended budget was approved.

Mr. Desmond opened the public hearing at 9:19 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:20 a.m.

Moved/Guerra, second/Kennedy, to adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2025-2026.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

2. Timed Item 9:00 and Public Hearing

Approval of Change to the SETA Personnel Policies and Procedures

Mr. Richardson reviewed the item. The Labor Management Committee has come to an agreement with the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage", which will be included in the next contract negotiations.

Mr. Desmond opened the public hearing at 9:20 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:21 a.m.

Moved/Kennedy, second/Guerra, to approve the updated Personnel Policies and Procedures Section 9.17 "Sick Leave Accrual and Usage".

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

3. Recommendation of the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item. She recommended the following four candidates: Ms. Sarah Aquino, Mr. Devoun Stewart, Mr. Fabrizio Sasso, and Mr. Sergio Robles. Once the Board selects a final candidate, the recommendation will go for final approval to the Sacramento Board of Supervisors and Sacramento City Council.

Mr. Guerra and Ms. Vang put forward Mr. Stewart and Mr. Sasso as leading candidates.

Ms. Vang suggested selecting two or three candidates to move forward with the appointment process and possibly have public interview during one of the future Governing meetings.

The Board discussed the next steps and came to the conclusion not to remove any candidates from the recommendation list.

Moved/Guerra, second/Kennedy, to continue this item to the future meeting.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

4. Approval of Reappointment to the Sacramento Works, Inc. Board

Ms. Maldonado reviewed the item—two members from the private business sector—Ms. Laurie Rodriguez, Director of People Services and Strategies at SMUD, and Ms. Shelly Valenton, Deputy General Manager/CEO at Sacramento Regional Transit, were being recommended the reappointment for a three-year term beginning August 7, 2025. They affirmed their commitment to continue the service.

Moved/Guerra, second/Kennedy, to approve the reappointment of two business sector members to the Sacramento Works, Inc. Board for a three-year term beginning August 7, 2025.

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: No items

Community Services Block Grant:

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

Ms. Julie Davis-Jaffe provided a review of the item. She noted that CSBG Requests for Proposals (RFPs) occur every two years for CSBG funding. Following the Board's approval, the RFP will be released to the public tomorrow to invite proposals from qualified agencies aimed at addressing the needs, services, and recommendations outlined in the Community Action Plan.

An Offerors Conference is scheduled for August 14, 2025, at 10:00 a.m. This conference will be held virtually, and proposals will be due by September 5, 2025. SETA will bring the proposals back to the Board for approval at its meeting on December 4, 2025, where funding recommendations for the new fiscal year will be discussed.

The CSBG funds available for allocation under this RFP are contingent upon funding being made available to the State Department of Community Services and Development by the United States Government for this program.

Moved/Guerra, second/Kennedy, to approve the CSBG Request for Proposals for Program Year 2026-2027.

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: No items

III. INFORMATION ITEMS:

A. 2nd Quarter Strategic Plan Reports

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 2nd Quarter Strategic Plan report. The presentation is attached to these minutes.

- B.** Fiscal Monitoring Reports: No questions
- C.** Employer Success Stories and Activity Report: No questions
- D.** Dislocated Worker Update:
Mr. Walker reported that a meeting was held with the new Executive Director of Highlands Community Charter and Technical Schools, during which several key takeaways were noted. The new fiscal system is currently being implemented, all current Board members have been released, and five new members have been onboarded. Additionally, the attendance policy is being revamped, and the training program is being evaluated to ensure it meets the needs of the students. Mr. Walker and Ms. O'Camb also discussed the implications of the reduction in ESL services at Highlands Community Charter and Technical Schools, emphasizing the importance of continuing to meet the community's needs.
- E.** Unemployment Update/Press Release from Employment Development Department: No questions
- F.** Head Start Reports:
Ms. Griffith informed that SETA will be applying for Program Improvement Plan funds focused on Nutrition and Healthy Eating for Head Start children and families. The application will be presented to the Board for consideration at the September meeting.

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

V. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director: No report
- C.** Deputy Directors: No report
- D.** Counsel: No report
- E.** Members of the Board:
Mr. Kennedy requested a written update on any impacts to the Florin Job Center regarding changes at Highlands Community Charter and Technical Schools, as they are partners.

VI. ADJOURNMENT: The meeting adjourned at 10:04 a.m.

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



2nd Quarter Strategic Plan Report

August 7, 2025

Presented by:
Anita Maldonado, Ph.D.



SETA STRATEGY AND DIRECTION



Vision

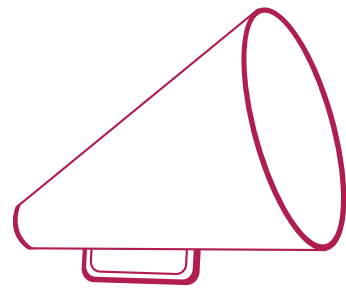
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that empower people to thrive.

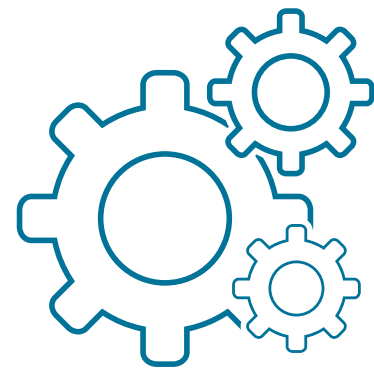
STRATEGIC INITIATIVE 1



Awareness

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

STRATEGIC INITIATIVE 2



Cohesion

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

STRATEGIC INITIATIVE 3



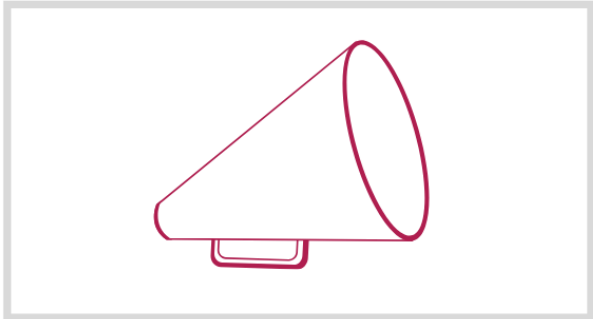
Partnerships

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

STRATEGIC PLAN 2025-2028

STRATEGIC PLAN 2025-2028

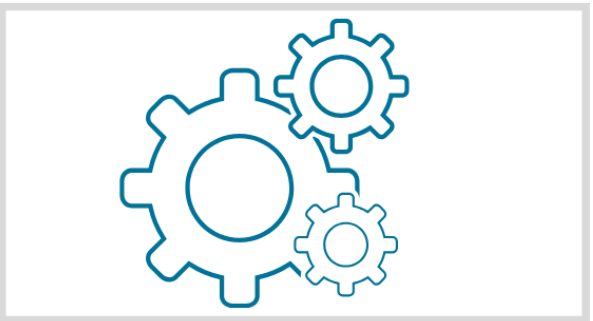
IMPROVE AWARENESS



ACTION STEPS

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

STRENGTHEN COHESION



ACTION STEPS

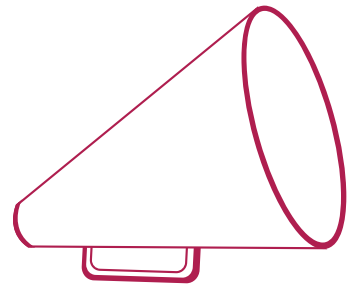
- ∞ Enhance Communication
- ∞ Promote Collaboration
- ∞ Improve Visibility
- ∞ Promote Welcoming Culture
- ∞ Strengthen Accountability
- ∞ Improve Accessibility of Senior Leadership
- ∞ Develop Training Program
- ∞ Pursue Continuous Improvement

BUILD PARTNERSHIPS



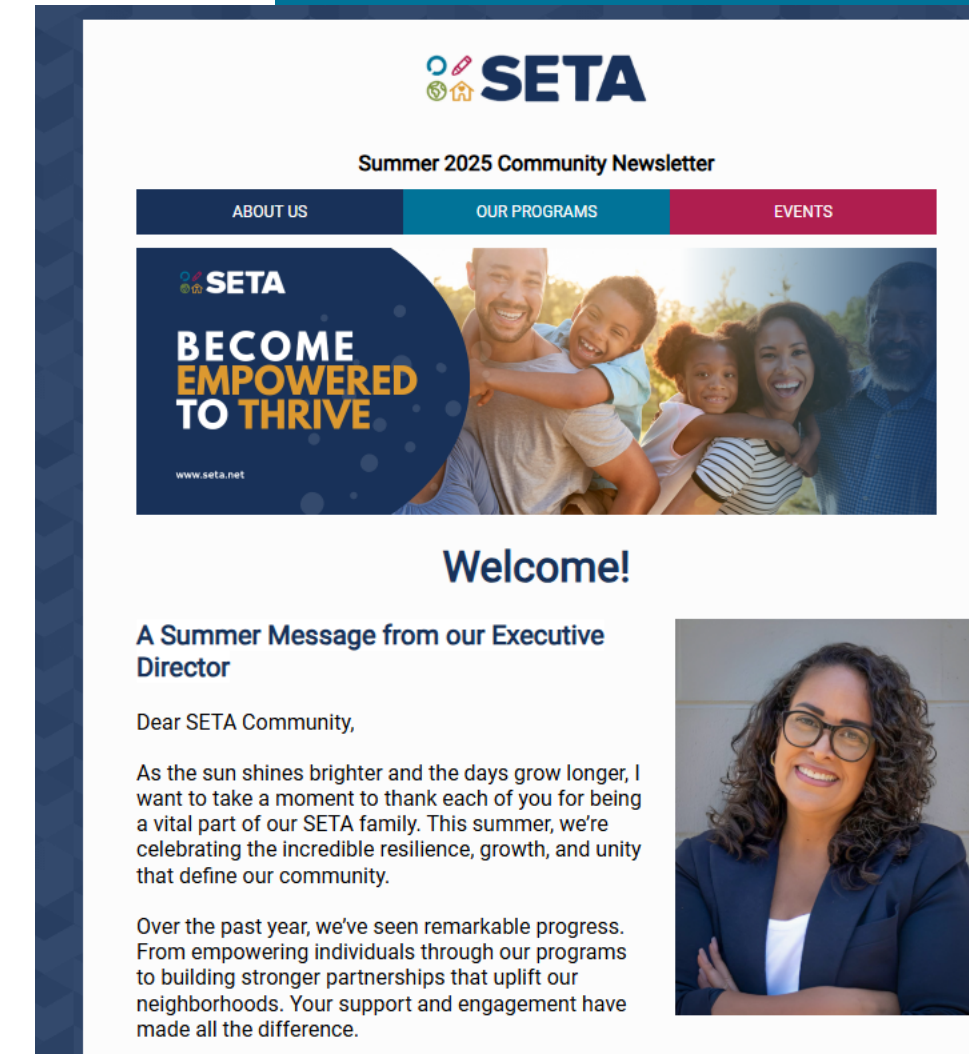
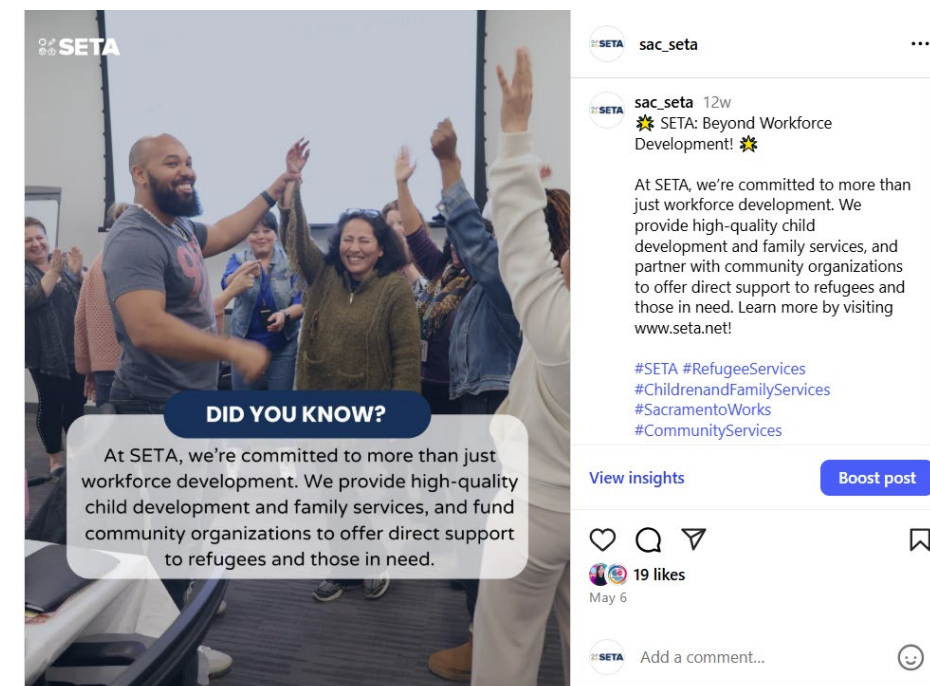
ACTION STEPS

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

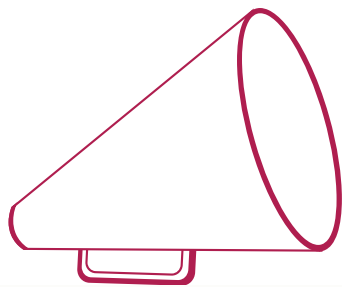


Awareness

- CAP-to-CAP Hill Visits
- Job Fairs resulting in 34 offers
- Defensive Driver Training for Facilities/Kitchen
- Finalized Agency Website
 - [News Articles/Testimonials](#)
- External Newsletter
- Social Media
- Outreach Training
- [SETA Video](#)



Social Media



Top posts

SETA

May 16, 23:00

Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies! Community Action Month is a time to recognize the tireless efforts

6 likes

SETA

Apr 25, 23:35

Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

6 likes

SETA

Jun 16, 16:02

Helping Little Learners Take Big Steps! 📖 At SETA, we believe every child deserves a strong start in their educational journey. One way we do that is by equipping children with essential school

3 likes

Top posts

sac_seta

Apr 23, 20:43

The staff within our #SETAHeadStart program love what they do. They love helping children grow and develop, all while empowering parents. The work that we do not only affects the

21 likes

sac_seta

Apr 25, 23:35

Let's end this week with an #AppreciationPost! We are so thrilled to honor our amazing admin and facilities team! Join us in giving them a huge shoutout for all their hard work and dedication!

20 likes

sac_seta

May 06, 19:00

🌟 SETA: Beyond Workforce Development! 🌟 At SETA, we're committed to more than just workforce development. We provide high-quality child development and family services, and partner

19 likes

Top posts

SETA

Jun 09, 20:30

DEADLINE: MONDAY, JULY 7TH

JOIN OUR GOVERNING BOARD!

SETA's Governing Board is on the lookout for a passionate Public Representative to help shape the future of our community! We are currently seeking a passionate, community-minded individual to serve as a Community Representative on our Governing Board! This is a rewarding opportunity to help guide

19 reactions

SETA

Apr 15, 19:30

JOIN OUR TEAM

🌟 Join Our Team at SETA! 🌟 Are you passionate about making a difference in your community? SETA is looking for dedicated individuals to join our team and help transform lives through

16 reactions

SETA

Apr 15, 19:30

We are thrilled to announce our participation in the Capital Region Biotech Talent Partnership, funded by the We Prosper Together Initiative. This partnership aims to build pathways to biotech

17 reactions

Top posts

sac_seta

Apr 23, 20:30

#SETAHeadStart

Our Head Start Program serves over 4,500 kids daily! Through a high quality preschool program, we ensure kids and families have the support they need in nutrition,health, social-emotional learning

7 likes

sac_seta

Jun 12, 20:58

SETA Governing Board

Head Start turned 60 this year! Our Head Start sites did an amazing job celebrating with families. Here's a little recap! Learn more at www.seta.net!

6 likes

sac_seta

Jun 16, 16:55

Assembly

Every year, our staff put together over 500 backpacks for our kiddos who are getting ready to transition to Kindergarten! Check out the process and the reasons why we love doing this! #earlylearning

2 likes

SETA

May 16 · 🌐

Happy #FunFriday! SETA is showing our love for #CommunityActionMonth through an array of staff selfies!

Community Action Month is a time to recognize the tireless efforts of individuals and organizations who work to uplift others, and build stronger, more resilient communities. Our compassion and commitment are the heartbeat of change. ❤️

Let's continue to support, celebrate, and strengthen our communities—together. 🌍🌟

CalCAPA Head Start Sacramento Head Start Region 9 Head Start Association Head Start California Sacramento Works

¡Feliz #ViernesDivertido! ¡SETA está mostrando nuestro amor por el #MesDeLaAcciónComunitaria con una serie de selfies del personal!

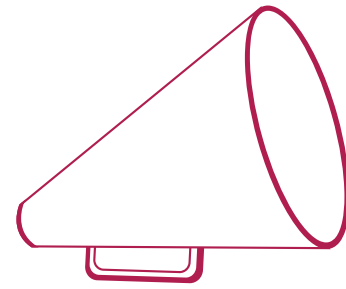
El Mes de la Acción Comunitaria es un momento para reconocer los incansables esfuerzos de individuos y organizaciones que trabajan para elevar a los demás y construir comunidades más fuertes y resilientes. Nuestra compasión y compromiso son el latido del cambio. ❤️

Sigamos apoyando, celebrando y fortaleciendo nuestras comunidades—juntos. 🌍🌟

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Thursday, September 4, 2025

Outreach



- Created a centralized Excel Sheet on Teams
- Centralized equipment and material tracking sheet



Community Newsletters

- 326 contacts in Newsletter Distribution List vs. less than 100 in last quarter
 - Partners receive as well
- Spring Newsletter – 62% open rate
- Summer Newsletter – 60% open rate

Summer

Email Performance

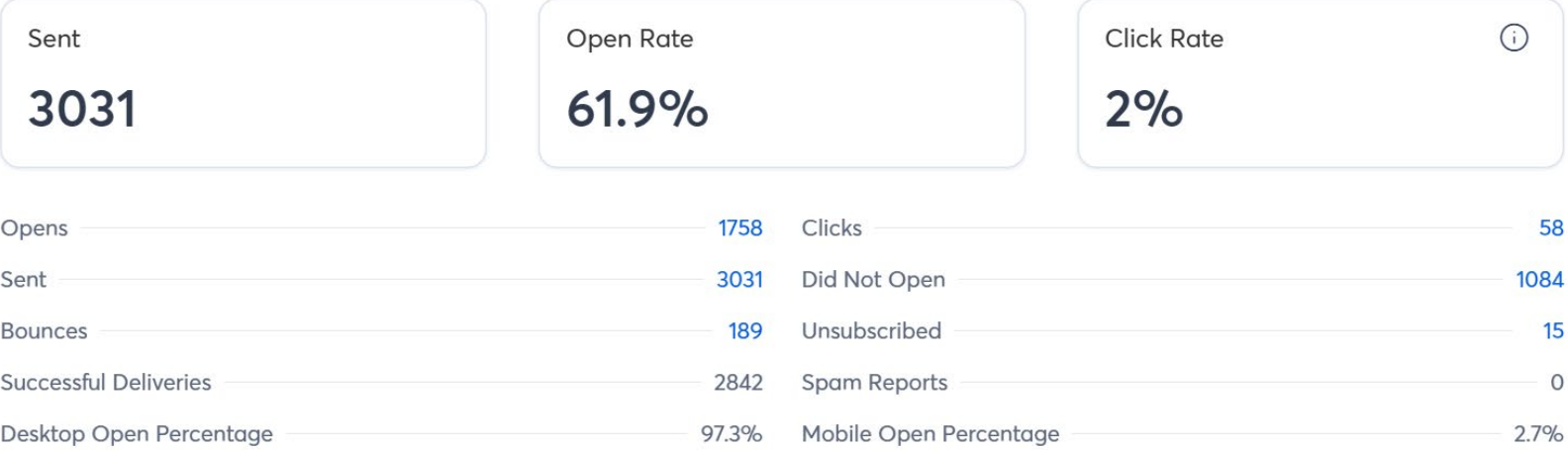
See how your emails are doing with your audience.

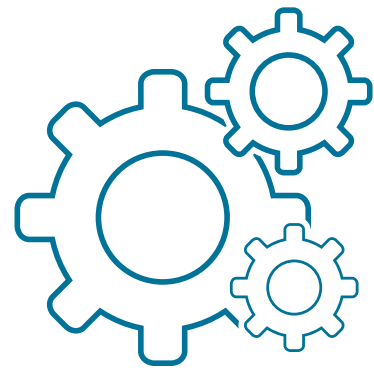


Spring

Email Performance

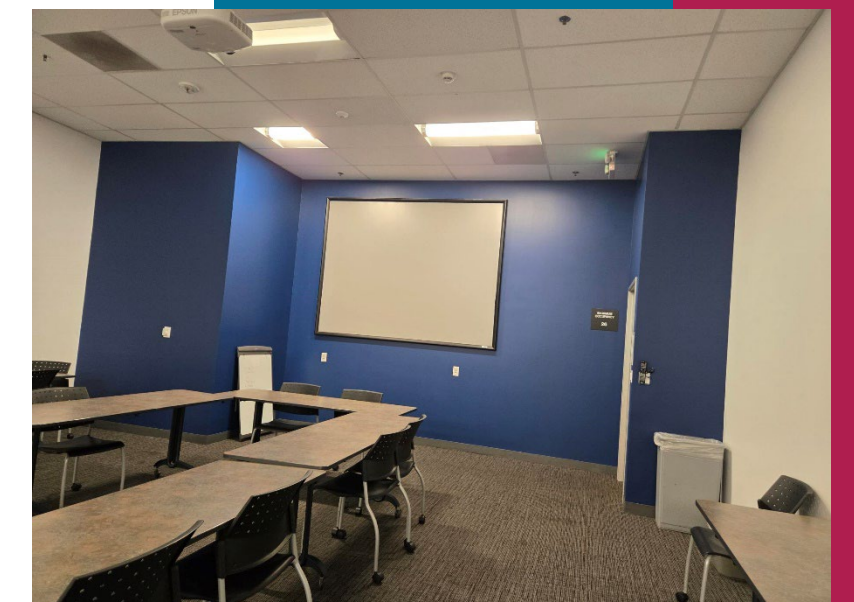
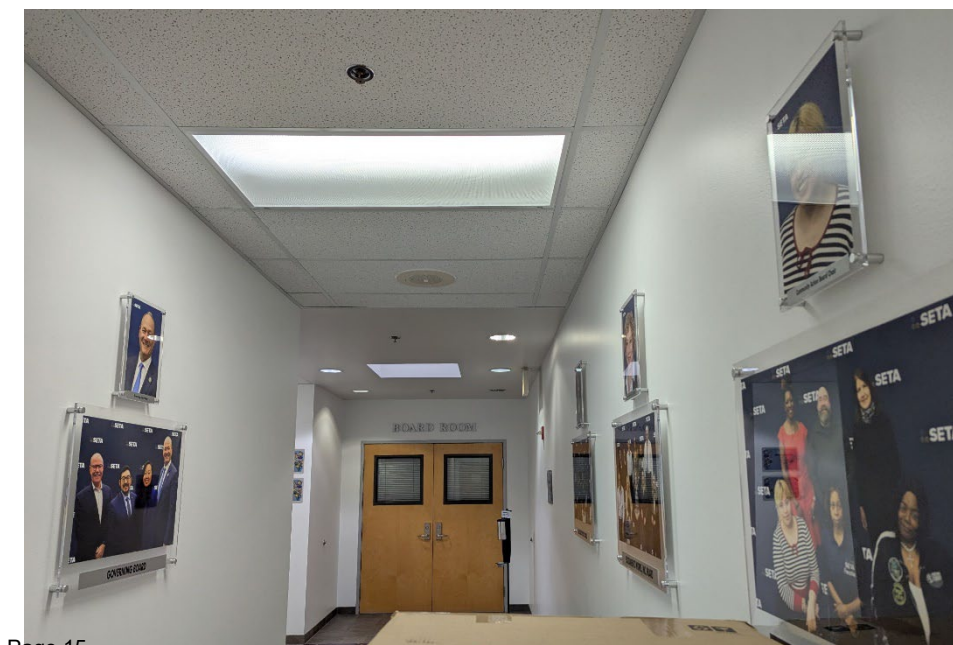
See how your emails are doing with your audience.





Cohesion


- New Labor Negotiator for Labor Management Committee (LMC)
- Candidate sourcing for Governing Board Community Representative position
- Fiscal “Get to know us” throughout agency
- Fiscal improvements to procedures and processes to increase efficiency
- Increased engagement with Ask Anita Anything Series
- Hired Staff Development and Training Officer
- Building Enhancements
- Increased Safety Efforts
- Started planning for All Staff Meeting
- Streamlined recruitment process
- Implemented new onboarding model
- Onboarding of new WC carrier including site tours
- Third-party Leave Management Platform



Staff Newsletters


Email performance

Download as ▾

 Emails sent


5,355

↑ +3,360 vs. previous quarter

 Delivered


5,140

↑ +3,172 vs. previous quarter

 Open rate


51%

↑ +7% vs. previous quarter

 Click rate


5%

↑ +2% vs. previous quarter

 Bounced

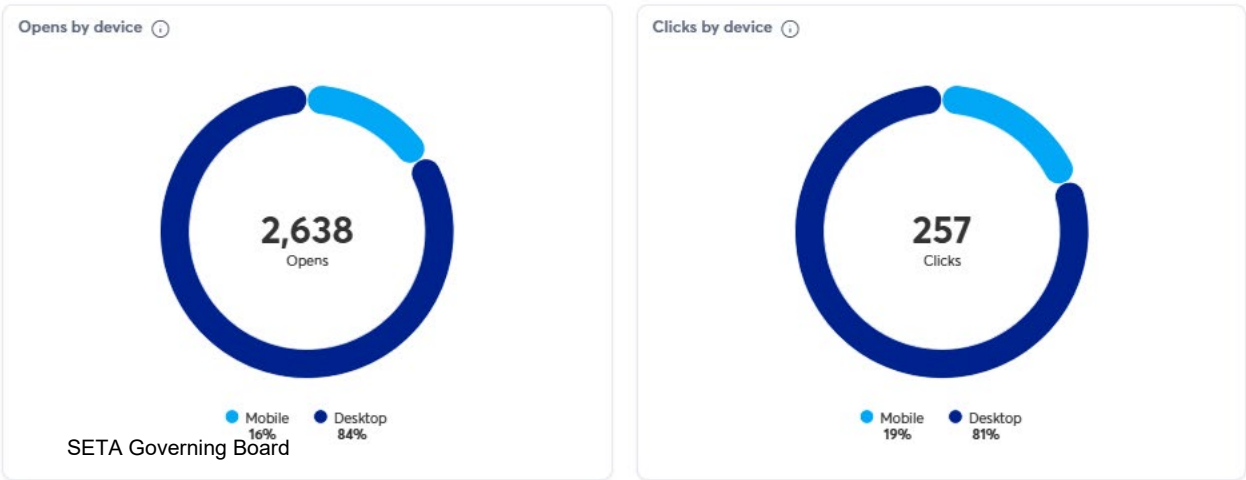
215

↑ +188 vs. previous quarter

 Unsubscribed

15

↑ +15 vs. previous quarter



“The visual of the board members were nice.”

“It is a good way to keep all staff informed about what is happening in our agency on an overview monthly newsletter.”



- Cross Advisory Board Grant Award
- Partnership with DHA and Child Support
- Quarterly Delegate Director's Meetings
- Fiscal One on One Meetings with Partners
- Fiscal Weekly Meetings with PAC/PC Parents
- Established new partnership with OH West
- CAP to CAP Networking
- Concluded Job Center Visits (13)
- Partners received all our marketing materials



The **James Irvine**
Foundation



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 7/4/2025 through 7/25/2025.

BACKGROUND:

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 7/4/2025 through 7/25/2025, and all expenses appear to be appropriate.

ACTION ITEM II-A-1

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

Approval of Revisions to the Payroll Specialist Job Specification

Presenter: Sheri Green-Johnson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the revised job specification for the Payroll Specialist classification.

BACKGROUND:

The Payroll Specialist job specification was last updated in April 2011. The update is necessary to reflect the evolving needs of the Agency. The revised specification aims to ensure accuracy in the duties and responsibilities assigned to the role, provide enhanced support to departmental operations, and align the classification with current organizational needs.

Attached are both versions of the job specification.

The Policy Council approved the revised job specification for the Payroll Specialist classification at its meeting on August 26, 2025.

PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Payroll Specialist classification is responsible to the Administration Department Chief or designee.

DEFINITION

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Payroll Specialist is the assistant level comparable to the former Payroll Clerk classification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;
4. Prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Reviews reconciles, and requests payment for third-party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Review/enter new hire entries in the payroll system;
10. Assist in the preparation of government payroll tax reporting (SE34m DE9, 941, MWR);
11. Operates office equipment and computer systems;
12. Opens and distributes mail;
13. Files correspondence and other material;
14. Conduct internal audits of HRIS reports and benefit auditing between HRIS and County records;
15. Open enrollment and new hire orientation;
16. Oversee the benefit process (billing, enrollment, reconciling, COBRA, etc.);
17. Responsible for benefit related matters;
18. Set up payment plans with employees who owe unpaid insurance premiums and monitor payment until paid in full.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;

- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be high school graduation or its equivalence and:

- I. One year of responsible payroll or financial and statistical recordkeeping experience.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Payroll Specialist classification is responsible to the Administration Department Chief or designee.

DEFINITION

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Payroll Specialist is the assistant level comparable to the former Payroll Clerk classification.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;
4. Prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Reviews reconciles, and requests payment for third-party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Review/enter new hire entries in the payroll system;
10. Assist in the preparation of government payroll tax reporting (SE34m DE9, 941, MWR);
11. Operates office equipment and computer systems;
12. Opens and distributes mail;
13. Files correspondence and other material;
14. Conduct internal audits of HRIS reports and benefit auditing between HRIS and County records;
15. Open enrollment and new hire orientation;
16. Oversee the benefit process (billing, enrollment, reconciling, COBRA, etc.);
17. Responsible for benefit related matters;
18. Set up payment plans with employees who owe unpaid insurance premiums and monitor payment until paid in full.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;

- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be high school graduation or its equivalence and:

- I. One year of responsible payroll or financial and statistical recordkeeping experience.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ACTION ITEM II-B-1**Ratification of the Submission of an Application to the Employment Development Department for Industry-driven Skills Training Fund Grant Program, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers**

Presenter: Lauren Mechals/Julie Davis-Jaffe

RECOMMENDATION:

Approve the submission of an application to the EDD for the Industry-Driven Skills Training Fund Grant, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers and employers.

BACKGROUND:

The Industry-Driven Skills Training Fund Grant will address critical workforce needs for in-demand skilled trade careers and in high-growth and emerging industries, in support of Executive Order 14278, preparing Americans for High-Paying Skilled Trade Jobs of the Future, and America's AI Action Plan. SETA submitted an application to EDD for funding from the recently released DOL TEGL 02-25-Industry-Driven Skills Training Fund Grant in the amount of \$1,200,000 to serve 216 incumbent workers.

Applicants must propose a model to award funds to employers for training and retaining new or incumbent workers in high-growth and emerging industries critical to American competitiveness and drive economic resurgence.

SETA presented a model targeting advanced manufacturing and semiconductor employers to train and retain both new and incumbent workers in high-growth manufacturing sectors. The program provides employer reimbursement for training and will serve 216 incumbent workers with on-the-job skills upgrading, occupational certifications, and advancement opportunities. SETA will take a regional approach, collaborating with intermediaries, employer associations, employers, and workforce boards across the Capital Region, including Golden Sierra, Yolo, and North Central County Consortium.

EDD believes this gives California a competitive edge because we have a department dedicated to this approach of training existing workers. Moreover, this initiative provides our local board with the opportunity to develop this approach and/or build on their experience in managing this model.

ACTION ITEM II-B-2

Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-aside Programs, and Additional Support Services, Program Year (PY) 2025-2026

Presenter: Michelle O’Camb

RECOMMENDATION:

Approve the funding extensions for the RSS and RSS Set-aside programs, and the recommended funding for “additional” support services for PY 2025-2026, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2025-2026 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of five percent of their awards for supportive services. This is in addition to the housing and utilities support provided under the “additional” support service funding.
4. Providers with case management and job development staff budgeted for less than 12 months or budgeted for part-time employment must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2025, through September 30, 2026.
5. Participants receiving Match Grant employment services through World Relief or Lao Family Community Development are ineligible to participate in RSS-funded employment programs until all Match Grant services have been fully exhausted.

BACKGROUND:

As the designated administrator of the Refugee Support Services (RSS) and RSS Set-aside programs for the County of Sacramento, the Sacramento Employment and Training Agency (SETA) is responsible for the planning, procurement, and oversight of the programs to meet the local employment service and acculturation needs of refugees residing in Sacramento County.

Local needs are determined through a planning process mandated by the California Department of Social Services (CDSS), Refugee Programs Bureau (RPB) and conducted by SETA every three years. RSS and RSS Set-aside funds originate from the United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR). These funds aim to assist with acculturation and to promote early economic self-sufficiency and reduced dependency on public assistance among refugees, asylees, certified victims of human trafficking, and Special Immigrant Visa (SIV) holders.

Current providers of RSS and RSS Set-aside services were secured under delegate agreements by SETA through a Request for Proposals (RFP) process for a three-year funding period that began October 1, 2023, and ends September 30, 2026. The RFP

ACTION ITEM II-B-2 (continued)

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and delegate agreements permit extensions for up to two additional years. This item recommends the extension of delegate agreements for one final year beginning October 1, 2025.

Under SETA's RSS and RSS Set-aside programs, the following services, which are client centered and geared towards obtaining employment and acculturation services, are provided to eligible refugees, asylees, certified victims of human trafficking, and SIVs who are within five years of arrival in the United States:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES)
- Employment Services (ES) – Stand Alone
- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT)
- English Language Learner (ELL) Workforce Navigator
- Social Adjustment and Cultural Orientation (SA&CO) – Services to Older Refugees (SOR)
- Support Services

Funding

Formula Funding Methodology –

RSS Formula – ORR determines each state's total RSS allocation based on its refugee arrivals in proportion to total arrivals nationwide for the most recent 12 months. Secondary migration of the populations from the state of initial settlement is also considered in reaching the final formula allocations. Funds received by CDSS-RPB are then allocated to eligible counties based on the number of refugees on aid in each county, weighted according to the length of time refugees have been in the U.S.

RSS Set-aside Formula – RSS Set-Aside funding to each county is measured by the number of refugees 60 years of age and older reflected in the California Department of Health Care Services Medi-Cal Eligibility Data System (MEDS).

2025-2026 RSS and RSS Set-aside Funding Levels –

RSS and RSS Set-aside funding amounts available for allocation this year are:

- | | | |
|---|---|--------------|
| • RSS (Employment-focused services) | - | \$11,057,518 |
| • RSS (Additional Support Services) | - | \$ 51,204 |
| • RSS Set-aside (Serv. Older Refugees) | - | \$ 100,000 |

The RSS amounts above will be covered by utilizing SETA's FFY 2023 and 2024 carryover funds. SETA's administration costs for this year will also be covered by RSS carryover funds. The RSS Set-aside (SOR) amount will be funded through FFY 2024 carryover and a portion of SETA's FFY 2025 funds.

ACTION ITEM II-B-2 (continued)

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Extension Recommendations

Staff recommends extending the current Refugee Program provider delegate agreements for one additional year in the total amount of \$11,057,518 to serve 3,012 refugees under RSS, and \$100,000 to serve 100 older refugees under RSS Set-aside. Recommended funding levels, detailed in the attached charts, are based on provider performance, geographic diversification, and high-volume program access/entry points.

An additional \$51,204 in RSS funding is recommended for “additional” support services, also detailed in the attached charts. If approved, this funding will be used to provide housing and utility supports to refugees enrolled in an employment program activity. The recommended amounts of funding are based on the number of refugees to be served by provider under each employment program multiplied by the cost per participant of \$17.

Program Performance/Evaluation –

SETA continuously monitors and evaluates providers for overall program performance and contractual compliance. Evaluation criteria includes:

- Achievement of planned performance goals (enrollment, entered employment, job retention, average wage at placement, reductions/terminations from aid, service units)
- Ability to enroll and serve refugee populations, with a focus on recipients of public assistance
- Documentation of services and client progress towards goal attainment
- Ability to implement all required program elements and adhere to policies and program guidelines
- Ability to coordinate with Sacramento County, Department of Human Assistance (DHA), as well as Sacramento Works Job Center (SWJC) staff

Program performance data through July 31, 2025, served as the basis for this year’s funding extension recommendations. During this performance period, employment service programs enrolled a total of 2,789 customers with 1,537 (56 percent) entering employment, 94 percent retaining employment after 90 days, and an average wage at placement of \$18.96 per hour. An additional 135 refugees were served under the older refugee program receiving 847 service units, including 56 applications submitted for citizenship, and 25 individuals obtaining citizenship.

Funding extension recommendations are based on a provider’s total performance score ranking (see Performance Charts, provided under separate cover). Rankings are applied as follows:

- Rank 1 – Total performance score of 70 percent or greater of total points possible
- Rank 2 – Total performance score of 60 to 69 percent of total points possible

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

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All providers achieved Rank 1 and are therefore recommended for funding at the same levels as the current program year. These levels are at or below maximum amounts requested by providers in their year-one budget proposals.

All RSS and RSS Set-aside funding is subject to year-end program performance and fiscal reviews. Providers that do not meet year-end performance goals, or do not receive satisfactory fiscal reviews may be subject to the de-obligation of funds.

Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2025-26
Vocational English-as-a-Second Language/Employment Services (VESL/ES)

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2024-25		FUNDING EXTENSION RECOMMENDATIONS, PY 2025-26	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE	NEW AMOUNT
1	Asian Resources, Inc.	\$560,000	140	140	\$560,000
1	Bach Viet Association, Inc.	1,500,000	375	375	1,500,000
1	International Rescue Committee, Inc.	960,000	240	240	960,000
1	Lao Family Community Development, Inc.	1,600,000	400	400	1,600,000
1	Twin Rivers USD	660,000	330	330	660,000
	Totals	\$5,280,000	1,485	1,485	\$5,280,000

Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2025-26
Employment Services (ES)

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2024-25		FUNDING EXTENSION RECOMMENDATIONS, PY 2025-26	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE	NEW AMOUNT
1	Asian Resources, Inc.	\$225,000	75	75	\$225,000
1	Bach Viet Association, Inc.	700,000	233	233	700,000
1	Folsom Cordova Community Partnership	270,000	90	90	270,000
1	International Rescue Committee, Inc.	420,000	140	140	420,000
1	Lao Family Community Development, Inc.	750,000	250	250	750,000
1	Twin Rivers USD	348,000	174	174	348,000
1	World Relief	225,000	75	75	225,000
	Totals	\$2,938,000	1,037	1,037	\$2,938,000

Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2025-26
Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT)

Performance Ranking	PROVIDER NAME	CURRENT VESL/OJT FUNDING, PY 2024-25		FUNDING EXTENSION RECOMMENDATIONS, PY 2025-26	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE	NEW AMOUNT
1	Asian Resources, Inc.	\$242,000	30	30	\$242,000
1	Bach Viet Association, Inc.	950,000	119	119	950,000
1	Lao Family Community Development, Inc.	565,810	71	71	565,810
	Totals	\$1,757,810	220	220	\$1,757,810

Refugee Support Services (RSS)
Funding Extension Recommendations - PY 2025-26
English Language Learner (ELL) Workforce Navigator

Performance Ranking	PROVIDER NAME	CURRENT ELL NAVIGATOR FUNDING, PY 2024-25		FUNDING EXTENSION RECOMMENDATIONS, PY 2025-26	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE	NEW AMOUNT
1	Elk Grove USD - Adult School	\$340,108	85	85	\$340,108
1	Folsom Cordova USD - Adult School	160,000	40	40	160,000
1	International Rescue Committee, Inc.	268,000	67	67	268,000
1	Sacramento City USD - Adult School	313,600	78	78	313,600
	Totals	\$1,081,708	270	270	\$1,081,708

**Refugee Support Services (RSS) Set-aside
Funding Extension Recommendations, PY 2025-26
(Services to Older Refugees)**

Performance Ranking	PROVIDER NAME	CURRENT FUNDING, PY 2024-25		FUNDING EXTENSION RECOMMENDATION, PY 2025-26	
		AMOUNT	#s TO SERVE	NEW #s TO SERVE*	NEW AMOUNT*
1	Slavic Assistance Center (SAC)	\$140,000	140	100	\$100,000
	Totals	\$140,000	140	100	\$100,000

***Amounts recommended are due to a reduction in SETA's FFY 2025 allocation and not a reflection of SAC's performance.**

**RSS Additional Support Services
Funding Extension Recommendations - PY 2025-26**

PROVIDER NAME	VESL/ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2025-26		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$17	140	\$2,380
Bach Viet Association, Inc.	\$17	375	6,375
International Rescue Committee, Inc.	\$17	240	4,080
Lao Family Community Development, Inc.	\$17	400	6,800
Twin Rivers USD	\$17	330	5,610
Totals		1,485	\$25,245

PROVIDER NAME	ES SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2025-26		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$17	75	\$1,275
Bach Viet Association, Inc.	\$17	233	3,961
Folsom Cordova Community Partnership	\$17	90	1,530
International Rescue Committee, Inc.	\$17	140	2,380
Lao Family Community Development, Inc.	\$17	250	4,250
Twin Rivers USD	\$17	174	2,958
World Relief	\$17	75	1,275
Totals		1,037	\$17,629

**RSS Additional Support Services
Funding Recommendations - PY 2025-26**

PROVIDER NAME	VESL/OJT SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2025-26		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Asian Resources, Inc.	\$17	30	\$510
Bach Viet Association, Inc.	\$17	119	2,023
Lao Family Community Development, Inc.	\$17	71	1,207
Totals		220	\$3,740

PROVIDER NAME	ELL SUPPORT SERVICES FUNDING RECOMMENDATIONS, PY 2025-26		
	Cost per Participant	Number of Participants	Recommended Funding Amount
Elk Grove USD - Adult School	\$17	85	\$1,445
Folsom Cordova USD - Adult School	\$17	40	680
International Rescue Committee, Inc.	\$17	67	1,139
Sacramento City USD	\$17	78	1,326
Totals		270	\$4,590

ACTION ITEM II-B-3

Approval to Extend Agreements with the Refugee Program Service Providers Under RSS Housing Assistance for Ukrainians (HAU) Grant, and Reallocate Funds Based on Service and Expenditure Levels

Presenter: Michelle O’Camb

RECOMMENDATION:

Approve the extension of the HAU grant agreements with Refugee Support Services (RSS) employment program providers and approve the reallocation of HAU funds, as indicated in the attached funding chart.

Additionally, approve the following stipulations:

1. The extension of HAU agreements and the reallocation of funds are contingent upon the Refugee Program Bureau (RPB) issuing an erratum to the Refugee County Letter (RCL), formally extending the HAU grant period.
2. Providers must maintain their status as recipients of RSS employment program funding to remain eligible for the HAU program funding.

BACKGROUND:

SETA’s Refugee Program operates under RSS grant funds received from the United States (U.S.) Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR). The program delivers direct employment services aimed at fostering early economic self-sufficiency and reducing reliance on public assistance among refugees through employment and acculturation support.

On July 10, 2023, the California Department of Social Services, RPB allocated \$5,000,000 to SETA under ORR’s Housing Assistance for Ukrainians (HAU) program. This funding supports housing and utility assistance for eligible Ukrainian and non-Ukrainians arrivals displaced due to the war in Ukraine. Participation in a RSS-funded program is required for accessing HAU support. In August 2023 meeting, the SETA Governing Board approved allocations to RSS providers based on program year (PY) 2023 funded enrollment levels.

On July 31, 2024, RPB issued RCL No. 24-05, which augmented and reallocated HAU funds to RSS-funded counties based on projected expenditures through the grant end date of September 30, 2025. SETA’s revised allocation was reduced to \$2,000,000. In September 2024, the Board approved updated HAU allocations accordingly.

In August 2025, RPB notified counties that the HAU grant would be extended to June 30, 2026, to allow additional time for the full expenditure of funds. RPB stated that the erratum to extend the grant period would be released in late September. To support RPB’s efforts in maximizing grant utilization, SETA requested and received authorization from RPB to reallocate funds based on service delivery and expenditure levels (see attached authorization letter dated August 20, 2025).

Accordingly, SETA seeks approval of the attached reallocation recommendations based on provider service and expenditure levels through July 2025.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

August 20, 2025

Anita Maldonado, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Dear Anita Maldonado:

The resettlement in California of thousands of Ukrainian and non-Ukrainian Humanitarian Parolees continues to present a humanitarian crisis for both the United States and the State of California. Accordingly, the California Department of Social Services authorizes counties to implement streamlined administrative and programmatic processes to expedite the use of Housing Assistance for Ukrainians (HAU) funding to provide immediate access to services for the increased number of Ukrainian and non-Ukrainian Humanitarian Parolees resettling in Sacramento County. This includes any necessary actions, such as augmenting or reallocating funding among existing HAU program providers to facilitate seamless, uninterrupted access.

Should you have any questions regarding this letter, please contact me – Nazia Ali, State Refugee Housing Coordinator and Chief of the Quality Assurance and Training Engagement Section within the Refugee Programs Bureau (RPB) at Nazia.Ali@dss.ca.gov. You may also contact Analee Villalpando, RPB Housing Specialist, at Analee.Villalpando@dss.ca.gov.

Sincerely,

Nazia Ali, State Refugee Housing Coordinator
Refugee Programs Bureau
Office of Equity
California Department of Social Services

**RSS - Housing Assistance for Ukrainians (HAU)
Funding Reallocation Recommendations**

Provider	Current HAU Funding Amount	Balance as of August 1, 2025	Recommended Augmentation/De- obligation*	New Balance	New HAU Total Funding Amount
Asian Resources	\$244,595	\$23,000	\$42,000	\$65,000	\$286,595
Bach Viet	513,994	194,856	(54,623)	140,233	459,371
EGUSD	79,235	68,999	(68,999)	-	10,236
Folsom Cordova Adult	27,560	-	6,000	6,000	33,560
FCCP	85,436	16,943	3,057	20,000	88,493
IRC	307,983	232,000	(222,000)	10,000	85,983
Lao Family	382,395	-	200,000	200,000	582,395
SCUSD	51,675	50,435	(45,435)	5,000	6,240
TRUSD	306,605	-	140,000	140,000	446,605
TOTALS	\$1,999,478	\$586,233	\$0	\$586,233	\$1,999,478

*Based on service/expendure levels through July 31, 2025.

ACTION ITEM II-C-1**Approval of One-time Supplemental Funds Application for Nutrition and Healthy Eating for Head Start Children and Families**

Presenter: Karen Griffith

RECOMMENDATION:

Approve SETA's application of One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the application for one time Program Improvement funds. The Office of Head Start has announced availability of funds to promote nutrition services and healthy eating for enrolled children and families. Funds are available in the following categories:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

The Policy Council approved this item at its meeting on August 26, 2025.

Staff will be available to answer questions.



**One-time Supplemental Funds for Nutrition and Healthy Eating for
Head Start Children and Families (ACF-OHS-PI-25-02)**

PROGRAM NARRATIVE

Through their participation in Head Start/Early Head Start, enrolled children receive balanced, nutritious meals and engage in daily physical activities and learning experiences, nurturing their minds and bodies. Parent education on nutrition and healthy eating is integrated in all aspects of the program, starting with enrollment when parents complete their child's nutrition history form, through school-home partnership activities, home-based socialization events, and parent training opportunities. To expand current activities on nutrition education and increase capacity to provide more locally sourced, fresh, whole foods, **Sacramento Employment and Training Agency (SETA), Sacramento City USD Head Start, and San Juan USD Head Start** are applying for one-time supplemental funds to be used for non-recurring expenditures under the allowable categories described in this program narrative. All three agencies do not receive any additional federal funds outside of meal reimbursements claimed from the Child and Adult Care Food Program (CACFP).

Sacramento Employment and Training Agency (SETA)

Food Service Upgrades

Background: SETA Head Start operates a comprehensive meal program in compliance and in good standing with the Child and Adult Care Food Program (CACFP), serving children from birth to 5 years old through its home-based and center-based options. The food service program prepares approximately 100,000 meals per month, including special diets (breakfasts, lunches, snacks, and sack lunches for field trips and socialization events), for about 2,000 children. Food production takes place in a central kitchen and two satellite kitchens and is distributed to 108 early learning centers located in Sacramento County. The food service system utilized by the program is typical in the food service industry and school settings. The program follows a 7-week cycle of planned menus, and a combination of pre-packaged and fresh ingredients, primarily fruits and vegetables, is purchased.

Project Title: Kitchen facility improvements supporting safety, sanitation, and efficiency in food storage and distribution
Description: SETA will use funds for new paint and flooring at its central kitchen facility and perform minor repairs to improve staff safety and increase the food storage area and efficiency in preparation and distribution.
Objective/Impact:

With the repair and upgrades, food distribution efficiency and storage capacity for fresh, locally sourced produce will increase by at least 10-15%.	
Program Activities	Timeline
1. Replace all current flooring with vinyl flooring in the Head Start central kitchen located at 6043-Watt Avenue, North Highlands, CA 95660	January-July 2026
2. Repaint the entire central kitchen.	January-July 2026
3. Update/increase food storage areas to accommodate fresh and locally sourced items by removing old furniture and adding additional storage and shelving.	January-July 2026
4. Rent for a temporary commercial kitchen space while the renovation is taking place at the central kitchen (approximately 2-3 months)	January-July 2026

Materials, Supplies, and Equipment

Project Title: Upgraded and modernized kitchen equipment and refrigeration storage capacity (in conjunction with the Food Service Upgrade proposal)	
Description: SETA will use funds to purchase and upgrade kitchen equipment and appliances in the central kitchen, two satellite kitchens, in the two food service vehicles used for food distribution, and 10 early learning centers.	
Objective/Impact: With the upgrades, food distribution efficiency and storage capacity for fresh, locally sourced produce will increase by at least 10-15%. Food sanitation practices will become more efficient with the upgraded commercial-grade dishwashers and installation of sensor-activated faucets.	
Program Activities	Timeline
1. Purchase and upgrade kitchen equipment: <ul style="list-style-type: none"> a. Central Kitchen <ul style="list-style-type: none"> ➤ 6 commercial ovens ➤ Steam kettles ➤ Commercial-grade dishwasher b. Mather Satellite Kitchen <ul style="list-style-type: none"> ➤ Commercial-grade dishwasher c. WCIC Satellite Kitchen <ul style="list-style-type: none"> ➤ Commercial-grade dishwasher d. Two food service vehicles – install shelves and upgrade storage capacity to accommodate fresh, locally sourced produce, 	January-July 2026
2. Upgrade 10 Head Start center appliances to energy-efficient/energy-smart use.	January-July 2026

3. Enhance water efficiency by installing 10 low-flow spray valves, sensor-activated tap faucets.	January-July 2026
4. Adopt a reusable food packaging system to minimize food waste and promote sustainability.	January-July 2026

Nutrition Education Resources

Background: SETA has a current community partnership with the University of California Cooperative Extension (UCCE) Sacramento County CalFresh Healthy Living program to provide staff training on the Go Grow Glow curriculum, an evidence-based nutrition education curriculum. In 2024-25, five Head Start centers participated in this partnership, which included gardening projects at the centers. In 2025-26, SETA is expanding the implementation of the curriculum to 100% of the HS/EHS centers; however, the current partnership has lost funding to support classrooms in the next program year. Home-based Early Head Start will launch a nutrition education program based on the Partners for a Healthy Baby curriculum for pregnant mothers. Nutrition education offerings at parent events will be enhanced with healthy cooking demonstration classes.

Project Title: Enhanced nutrition education in classrooms, home visits, and family engagement events		
Description: SETA will use funds to purchase cooking kits, materials, and supplies needed for staff training and Go Grow Glow curriculum implementation, enhancing nutrition education in the classrooms and home visits, and family engagement events. Increased budget for meals and refreshments at parent meetings, socializations, and workshops will pay for fresh produce, whole grains, and healthy sources of protein offered at these meetings.		
Objective/Impact: <ol style="list-style-type: none"> 100% classroom/center participation in the implementation of the Go, Grow, Glow curriculum to some capacity (gardening, tasting, and cooking demo, lesson plans) 100 % parent participation in nutrition-focused Parent Advisory Committee/Policy Council activities Meal or snack offerings at socializations and parent events will comprise at least 30% fresh produce, whole grains, and lean sources of protein. 		
Program Activities	Timeline	Target Participants
1. Development and distribution of healthy cooking kits, supplies, and ingredients to be used: <ol style="list-style-type: none"> With home-based families during home visits, including a reproducible cookbook and portable cooking equipment. In the classrooms, including juicers, blenders, and bakeware sets At monthly tasting experiences featuring locally sourced produce for children and families, integrated with lesson plans and nutrition workshops 	January -July 2026 March 2026	Parents/Families Children Staff

2. Increase the current budget for food and refreshments to pay for fresh produce and a healthy source of lean proteins at: <ul style="list-style-type: none"> a. Homebase socialization events hosted by SETA and the EHS Partners, SCOE, and River Oak Center for Children. b. Parent meetings in 35 centers, with an increase of \$25-50 c. Ready Rosie Parent Workshops 	September 2025-July 2026	Parents/Children
	March-June 2026	Parents
	September-December 2025	Parents
3. Purchase materials and supplies for nutrition-focused parent/child education activities: <ul style="list-style-type: none"> a. Quarterly family-focused Farm to ECE events at the centers b. Family/class field trips to farmers' markets, community gardens/urban farms, Potter the Otter: A Healthy Adventure Exhibit in the Sacramento Children's Museum, and visiting experts in the classrooms c. Parent Advisory Committee (PAC) and Policy Council (PC) board activities, including urban farm tours, workshops, and trips to local farmers' markets. d. Safe food preparation demos and other nutrition topics, such as feeding infants/toddlers, lactation, and family-style meals, to be hosted and coordinated by the Health and Nutrition Services (HNS) Unit e. Health and Nutrition Fairs with Health Services Advisory Committee (HSAC) community partners and members 	October 2025-July 2026	Parents/Children
	December 2025-March 2026	
	October 2025-July 2026	
	October 2025-July 2026	
4. Expansion of gardening projects <ul style="list-style-type: none"> a. Four family gardens (one per region) b. Raised bed, wheelbarrow, and other types of container gardening at remaining centers. 	January-July 2026	Families Children Staff
5. Development, printing, and distribution of curriculum activity sheets that provide teachers with weekly activities for children to engage including buttons, stickers, and posters on nutrition.	October - December 2025	Children Staff

Non-recurring Personnel Fees

Background: SETA provides professional development on specialized topics through the services of consultants, independent contractors, and participation in online training courses and local/out-of-state conferences. Through collaboration with community partners and the members of the Health Services Advisory Committee (HSAC), the agency provides many of its parent education programs. The SNAP Program budget cuts will specifically affect the availability of the program staff from the University of California Cooperative Extension (UCCE)

Sacramento County CalFresh Healthy Living, providing the Go Grow Glow curriculum training. SETA will use funds to build staff capacity to implement this curriculum and other Farm to ECE program models.

Project Title: Consultation Services with Specialized Staff		
Description: Enhancing the program's nutrition education will include staff training, participation in conferences, and the services of health, nutrition, and food service professionals. Impact/Outcome: Program staff will learn and implement, including Go Grow Glow and other evidence-based nutrition education programs used in early learning and early childhood settings.		
Program Activities	Timeline	Target participants
1. EHS Home-based staff to participate in a training course based on Partners For A Healthy Baby for all EHS staff prenatal and breastfeeding parents.	January-March 2026	Staff
2. Secure services of a Registered Dietitian and nutrition professionals to provide consultations on meal planning and to provide demonstrations/workshops to health staff and parents.	September 2025-July 2026	Staff/Parents
3. Staff to participate in the Annual CACFP Roundtable Conference/Farm to CACFP Conference in Monterey, California (10 staff members)	October 2025	Staff
4. Staff to participate in "Growing Schools Garden Summit," out-of-state (Arizona) conference to bring back additional curriculum ideas to implement in 2025-26 (7 staff members)	February 2026	Staff
5. Head Start California Health Conference in San Jose, California (12 staff members)	November 2025	Staff

Sacramento City USD Head Start

Background: Sacramento USD Head Start operates center-based Head Start in 30 school sites and Early Head Start in 2 school sites. It has a Family Education Center that serves as a parent education hub for Head Start staff and parent training events. The program is applying supplemental funds to upgrade kitchen appliances at 33 sites (refrigerators and dishwashers) for enhanced food safety and sanitation practices. The agency will also use the funds to purchase hands-on educational resources, such as classroom cooking demonstration supplies,

standards-aligned nutrition education kits, and durable gardening tools, and for training and other professional development opportunities.

Materials, Supplies, and Equipment

Project Title: Investing in resources to increase access to healthy food, support integrated nutrition education, and enhance safe and sanitary practices.		
Description: Upgraded appliances will enhance the program’s capacity for safe storage of fresh ingredients, significantly increasing the daily availability of nutritious, appealing meal options for students. Purchase of hands-on educational resources, such as classroom cooking demonstration supplies and standards-aligned nutrition education kits, will support the implementation of the Go, Grow, Glow curriculum in the classrooms, empowering educators to deliver tangible, engaging lessons on healthy eating.		
Objective/Impact: Collectively, these investments will establish a comprehensive and supportive environment where students, educators, and families are equipped with the tools and knowledge required to make lifelong healthy choices.		
Program Activities	Timeline	Target Participants
Purchase and install food service commercial-size refrigerators in HS/EHS classrooms in 33 sites to ensure food quality and safety.	September 2025-June 2026	Children Staff
Purchase and install commercial-grade stainless steel dishwashers to sanitize food service ware, toys, and lactation materials at 3 sites: Hiram Johnson, American Legion, and Elder Creek.	September 2025-June 2026	Children Staff
Purchase and install an upgraded microwave for the Hiram Family Education Center.	September 2025-June 2026	Parents Children Staff
Build garden beds to support healthy eating habits and nutrition education. Materials include raised garden beds, soil, seeds, flowerpots, hoses, and garden tools.	September 2025-June 2026	Parents Children Staff
Purchase classroom materials that include books, dramatic play materials, and gross motor equipment to support children’s understanding of healthy eating and nutrition education.	September 2025-June 2026	Children
Install hydration stations at 16 preschool locations. Provide clean potable water accessibility to students and families.	September 2025-June 2026	Parents Children Staff

Equip 3 lactation rooms to provide enrolled parents with safe, hygienic, private breastfeeding support to benefit the child's health and their attachment to parents. Locations include Elder Creek Children's Center, American Legion, and the Hiram Johnson Family Education Center. Each of these sites serves children and families with infants/toddlers.	September 2025-June 2026	Parents Children
Purchase toy/materials sanitizers to enhance hygiene and safety in the classrooms (33 sites).	September 2025-June 2026	Children Staff
Purchase materials and supplies to enhance food experiences by tasting seasonal fruits and vegetables in the classrooms (5 sets to use in rotation at centers).	September 2025-June 2026	Children

Nutrition Education Resources

Project Title: Enhanced parent nutrition education program		
Description: The program will implement the Go, Grow, Glow evidence-based nutrition education curriculum program-wide. The curriculum includes family-focused lessons with topics on nutritional label literacy, understanding portion sizes, and recognizing the benefits of whole foods.		
Objective/Impact: The delivery of meaningful and engaging activities and family workshops will empower parents and caregivers to reinforce healthy eating habits and engage in their child's learning at home.		
Program Activities	Timeline	Target Participants
Purchase cooking and baking materials for use at parent education workshops/cooking demonstrations.	September 2025-June 2026	Parents
Schedule family engagement activities, nutrition experiences to be held at the centers. Families are invited to attend classroom tastings once per month.	September 2025-June 2026	Families
In conjunction with family events and workshops, offer family resources related to nutritional education.	September 2025-June 2026	Parents Families

Non-recurring Personnel Fees

Project Title: Professional Development and Staff Capacity-Building		
Description: Educators and program staff will receive specialized professional development focused on the effective integration of nutrition concepts into core academic subjects like math, science, and language arts. Staff will receive targeted training on the Go Grow Glow curriculum. Objective/Impact: All HS/EHS classrooms will implement the Go Grow Glow curriculum to some capacity. Educators will facilitate hands-on, evidence-based strategies in the classroom aligned with the curriculum and Early Learning Outcomes Framework (ELOF)		
Program Activities	Timeline	Target Participants
Procure the services of a Dietitian/Nutritionist Consultant to provide workshops and meet with families whose children exceed the BMI.	September 2025-June 2026	Children Parents
Provide opportunities for staff in cohorts to attend the Conference on Health and Nutrition.	September 2025-June 2026	Staff

San Juan USD Head Start

Background: San Juan USD Head Start operates center-based Head Start in 17 school sites and Early Head Start in 4 school sites. It also provides a home-based EHS program option. The meals are provided through the school district's National School Lunch Program and Child and Adult Care Food Program, offering menus that are reflective of the students' cultural backgrounds. The program is applying supplemental funds to enhance its nutrition education activities with educational materials, including cookbooks for families with children from birth to 5 years old, food tasting, and cooking demonstrations at parent meetings. Activities and educational materials will be aligned with the Creative Curriculum.

Nutrition Education Resources

Project Title: Enhanced nutrition education in parent meetings/workshops		
Description: The agency will use funds for materials and supplies, providing hands-on family activities with food tasting and cooking demos at parent meetings, and providing educational materials for families to take home. Objective/Impact: 100% (59 classes) of the HS/EHS center-based/socializations will participate and offer hands-on nutrition activity in their parent meetings.		
Program Activities	Timeline	Target Participants

1. Purchase and distribute cookbooks and educational materials to classrooms	December 2025	Families
2. Plan and implement nutrition activities during parent meetings in March -June 2026	March-June 2026	Parents and Children



Sacramento Employment and Training Agency

BUDGET NARRATIVE

Head Start and Early Head Start (09CH012795) One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families (ACF-OHS-PI-25-02) FY 2025-2026

Grant	Head Start	Early Head Start	Total
One-Time Supplemental Funds	\$870,504	\$317,976	\$1,188,480

Overview

Through their participation in Head Start/Early Head Start, enrolled children receive balanced, nutritious meals and engage in daily physical activities and learning experiences, nurturing their minds and bodies. Parent education on nutrition and healthy eating is integrated in all aspects of the program, starting with enrollment when parents complete their child's nutrition history form, through school-home partnership activities, home-based socialization events, and parent training opportunities. To expand current activities on nutrition education and increase capacity to provide more locally sourced, fresh, whole foods, Sacramento Employment and Training Agency (SETA), Sacramento City USD Head Start, and San Juan USD Head Start are applying for one-time supplemental funds to be used for non-recurring expenditures under the allowable categories described in this program narrative. All three agencies do not receive any additional funds outside of meal reimbursements claimed from the Child and Adult Care Food Program (CACFP).

Equipment - \$121,000 (Head Start – \$88,875 & Early Head Start \$32,125)

To enhance the equipment to ensure proper food preparation, SETA will be requesting the following Equipment items for Central and Satellite Kitchen:

Item	Unit Value	Units	Equipment Costs
Industrial Steam Kettle (Central Kitchen)	\$25,000	1	\$25,000
Energy Efficient/Smart Ovens	\$16,000	6	\$96,000
Total			\$121,000

Travel - \$25,000 (Head Start - \$18,363 & Early Head Start - \$6,637)

SETA is planning on sending seven (7) staff to the Growing School Garden Summit in Arizona (March 2026). Education Staff will attend the Summit with the goal of bringing back additional curriculum ideas to enhance classroom around healthy/fresh food options and gardening activities for the children and families.

Supplies - \$90,300 (Head Start - \$66,328 & Early Head Start - \$23,972)

SETA is planning to purchase various supplies to improve the entire food preparation experience to ensure food is prepared properly in a sanitary environment. SETA will be investing in increased food storage areas to accommodate fresh and locally sourced items by adding additional storage and shelving and the various kitchen sites. Along with the kitchen sites, additional storage at the kitchens, vehicles will also see an increase in storage to help transport the fresh and locally sourced items. SETA also plans to upgrade to energy efficient/smart appliances and installing low-flow spray valves and sensor activated taps faucet at 10 of the SETA Head Start centers. To focus of food waste reduction, reusable food packaging will be adopted to minimize food waste and to promote sustainability. Also, to ensure food preparation is sanitary and safe, SETA plans on investing upgraded dishwashers for the Central kitchen and satellite kitchens (Mather and WCIC).

SETA will also be looking to add four family gardens (one for each of SETA's regional areas) to educate the children and families on the importance of freshly grown produce. Other sites will receive raised garden beds, wheelbarrow gardens and other types of gardening container, based on site limitations, to ensure all classrooms will be able to incorporate fresh produce gardening into the classroom environment.

Contractual - \$732,655 (Head Start - \$552,983 & Early Head Start - \$179,672)

Two (2) of SETA's five (5) delegate agencies are applying for the One-Time Supplement PI funds. The amounts are below. Refer to separate delegate narratives and budget documents for further details regarding their planned use of the one-time funds.

Delegate	One-Time PI Funds – Head Start	One-Time PI Funds – Early Head Start
Sacramento City Unified School District	\$520,017	\$166,852
San Juan Unified School District	\$32,966	\$12,820
Total	\$552,983	\$179,672

Other - \$219,525 – (Head Start - \$143,955 & Early Head Start - \$75,570)

Rent – SETA plans on leasing out temporary commercial kitchen space to ensure uninterrupted food services during the projected 3-month renovation period at the Central Kitchen.

Building Maintenance, Repair, and Other Occupancy – SETA plans to replace all current vinyl flooring and repaint at the Central Kitchen location to ensure a safe/clean working environment for kitchen staff.

Child Services – SETA will utilize funds to go towards various activities to encourage children to make healthy and nutritious food choices inside and outside of the classroom. SETA will prepare healthy cooking kits for home base families to be able to help families prepare healthy meal options. These food kits will include reproducible cookbooks, cookware and various utensils that home visitors will be able to carry to their visits. Home base socialization events will also use funds to incorporate healthy snacks which will include vegetables, fruits and lean proteins sources for the children and families to enjoy. SETA will also incorporate various field trips and socialization opportunities with field trips to the local farmers markets, cooking demos in the classrooms and the Potter the Otter Health exhibit.

Parent Services – SETA will also be encouraging not only the children in the classrooms to get involved, but the parents as well. Parent meetings will now be serving fresh snack options. And the Policy Council (PC) and Parent Advisory Committee (PAC) will be attending various farmers markets and local farm tours for them to be able to create ideas to bring back to the program and classrooms.

Printing Services

Funding will be used to create various graphics, brochures, flyers and buttons, just to name a few items, that engage and inform children and their families about a healthy and nutrition lifestyle. Also, the printouts will have community resources that would benefit families.

Training or Staff Development – SETA plan preparing and developing healthy cooking kits. With each kit, home base and center base staff will integrate into their lesson plans ways to provide monthly tasting experiences featuring locally sourced produce for children and their families to enjoy and lessons on how to safely prepare foods. For home base staff, they will be preparing reproducible cookbooks and purchasing portable cooking equipment for their demonstrations. They will also be launching a nutrition education program for pregnant mothers. And the center base staff will be provided with juicers, blenders and bakeware sets for their demonstrations. SETA's Health and Nutrition Services (HNS) Unit will be providing demos on safe food preparations for family style meals, as well as how to feed infants/toddlers, and lessons on lactation.

The Health Services Advisory Committee (HSAC) will also be working with various committee partners and members to conduct Health and Nutrition Fairs. The goals of the event are to educate families on making healthy choices and to also give them an opportunity to gain valuable community resources that will benefit their families beyond the classroom environment.

Staff will also be attending various in-state conferences. They include the Head Start California Health Conference (San Jose, CA) and the CACFP Roundtable Conference (Farm to CACFP) (Monterey, CA). The goal is for staff to obtain valuable knowledge and resources to incorporate into the classroom environments.

Non-Federal Share - \$297,120 (Head Start - \$217,626 & Early Head Start - \$79,494)

SETA has identified several categories of non-federal share to meet the required match. Categories and estimated amounts include:

<i>Contractual – Delegates</i>	\$ 183,165
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Each Delegate is responsible for meeting their portion of the non-federal share requirement.

Details are outlined in individual Budgets and Budget Narratives.

<i>Parent Volunteers and Other Volunteers in the Classrooms</i>	\$ 113,955
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Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 2,772.63 hours of volunteer time.

Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$41.10/hour).

INFORMATION ITEM III-A
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: July 28, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of Asian Resources, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 560,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	ES	\$ 225,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	OJT	\$ 242,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	Add'l SS	\$ 81,830	10/1/24-9/30/25	10/1/24-3/31/25
RSS	HAU	\$ 244,595	10/1/24-9/30/25	10/1/24-3/31/25

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

Date of Review: June 23-25, 2025

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

Program Operator: Asian Resources, Inc.

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of Vocational English Second Language (VESL), English Second-Stand Alone (ES), On-the-job training (OJT), Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from October 1, 2024 to March 31, 2025.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Mr. Mel Demoff

DATE: July 23, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

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

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL	\$ 1,500,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	ES	\$ 700,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	OJT	\$ 950,000	10/1/24-9/30/25	10/1/24-3/31/25
RSS	Add'l SS	\$ 242,818	10/1/24-9/30/25	10/1/24-3/31/25
RSS	HAU	\$ 513,994	8/1/23-9/30/25	10/1/24-3/31/25

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

Date of Review: July 7-8, 2025

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	No	Yes
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	Yes	No
9	Indirect Cost Allocation	N/A	N/A
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

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

Bach Viet (BV) has not completed a federal Single Audit since 2022. Single Audits are required by the CFR in § 200.501 Audit requirements-

- (a) Audit required. A non-Federal entity that expends \$1,000,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

Recommendations for Corrective Action:

BV expended more than \$1,000,000 in federal funding in program years 2023 and 2024 each. BV must complete and submit to SETA federal Single Audits for the years 2023 and 2024.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Kathy Chao-Rothberg

DATE: July 25, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	VESL	\$ 1,600,000	10/1/24-9/30/25	10/1/24-3/31/25
WIOA	Stand Al.	\$ 750,000	10/1/24-9/30/25	10/1/24-3/31/25
WIOA	OJT	\$ 565,810	10/1/24-9/30/25	10/1/24-3/31/25
WIOA	Add'l SS	\$ 240,814	10/1/24-9/30/25	10/1/24-3/31/25
WIOA	HAU	\$ 382,395	8/3/23-9/30/25	10/1/24-3/31/25

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

Date of Review: July 2025

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

Program Operator: Lao Family Community Development, Inc.

Findings and General Observations:

We have reviewed the Refugee programs including Vocational English as a Second Language (VESL), English as a Second Language-Stand Alone (ES-Stand Alone) Additional Support Services (Add'l SS) and Housing Assistance for Ukrainians (HAU) from October 1, 2024 to March 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 with the following recommendations.

During Other Costs testing, SETA found numerous inaccurate expense charges to the program funding in the amount of \$1,743.59. This included non-Refugee expenses and mileage claimed outside of the program year of 2024/2025. LFCD credited the inaccuracies found during testing, in the June fiscal claims. These inaccuracies can be an indication of an internal control issue within the organization.

Recommendations for Corrective Action:

SETA recommends that LFCD review their existing internal control procedures to ensure that expenses charged to the federal programs are allowable. SETA requests that LFCD provide SETA with an updated or revised internal controls or policies and procedures that reflect a more stringent examination of expenses before they are charged in a fiscal claim.

CC: Anita Maldonado
Governing Board

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

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
California Employers Association	9	Facilitator	1
CareBuilders at Home Folsom	6	Caregiver	20
City of Elk Grove	9	Landscape Maintenance Supervisor	1
	9	Accounting Technician I/II	1
City of Sacramento	9	Administrative Officer	3
	9	Associate Architect	1
	3	Building Inspector II	1
	9	Code Enforcement Officer	2
	9	Crew Leader	1
	9	Customer Service Representative	1
	9	Deputy Fire Chief	1
	9	Director of Utilities	1
	7	Dispatcher I	1
	9	Dispatcher I Recruit	1
	9	Dispatcher II	1
	9	Fire Assistant Chief	1
	9	Fire Recruit Paramedic	1
	9	Maintenance Worker	1
	9	Park Maintenance Superintendent	1
	9	Park Maintenance Worker I	1
	9	Plant Operator Water Division	1
	9	Police Officer	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
	9	Program Specialist	1
	9	Utilities Operations and Maintenance Service worker	1

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
County of Sacramento	9	Administrative Services Officer I	1
	9	Airport Manager	1
	9	Airport Operations Officer	1
	9	Assistant Clerk to the Board of Supervisors	1
	9	Assistant Planner	1
	9	Associate Auditor Appraiser	1
	9	Associate Landscape Architect	1
	9	Building Maintenance Worker	1
	9	Chief, Code Enforcement Division	1
	4	Child Development Specialist I	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	2
	9	Firefighter, Sacramento County Airport Fire Level I/II	1
	9	Geographic Information Systems Analyst III	1
	9	Health Program Coordinator	1
	9	Human Services Division Manager Range	1
	9	Industrial Hygienist	1
	7	Information Technology Manager	1
	6	Lactation Consultant	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	Pharmacist	1
	6	Pharmacy Technician	1
	3	Principal Engineering Technician	1
	9	Retirement Benefits Specialist Level I/II	1
	9	Retirement Services Supervisor	1

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
County of Sacramento	9	Senior Engineering Technician	1
	9	Senior Health Program Coordinator, Range A/B	1
	9	Senior Office Assistant	1
	9	Senior Park Maintenance Worker	1
	9	Senior Planner	1
	9	Sheriff's Correctional Facility Recreation Supervisor	1
	9	Stock Clerk	1
	9	Stormwater Utility Supervisor	1
	3	Street Construction Equipment Operator	1
	9	Supervising Custodian II	1
	9	Supervising Scale Attendant	1
	3	Supervising Surveyor	1
	3	Supervisor Building Inspector	1
	3	Survey Party Chief	1
	3	Survey Technician Level I/II	1
	9	Waste Management Program Associate	1
	9	Waste Management Program Senior Associate	1
	9	Youth Aide	1
Los Rios Community College District	4	Administration of Justice Adjunct Assistant Professor	1
	4	Account Clerk II	2
	4	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	Admissions/Records Technician II	1
	4	Associate Vice President of Administrative Services	1
	4	Athletic Trainer	1
	4	Athletics Coordinator / Kinesiology Assistant Professor	1
	9	Aviation Adjunct Assistant Professor Pool	1
	4	Black Student Success Counselor/ Umoja Coordinator	1
	4	Building Inspection Technology Adjunct Assistant Professor	2
	4	Chemistry Assistant Professor	1

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Chief Counsel	1
	4	Child Development Center Lead Teacher	1
	4	Clerk II	1
	4	Clerk III	1
	4	Construction Site Cleaner	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Counseling Clerk II	1
	4	Counselor	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
	4	Early Childhood Education Adjunct Assistant Professor	2
	6	Educational Center Assistant	1
	4	Electronic Technology Adjunct Assistant Professor	1
	4	Employee Benefits Technician	1
	4	Engineering Adjunct Assistant Professor	1
	4	Environmental Technologies Adjunct Assistant Professor	1
	4	Film and Media Adjunct Assistant Professor Pool	1
	4	Fire Technology Adjunct Assistant Professor Pool	1
	4	French Adjunct Assistant Professor	1
	4	Geography Adjunct Assistant Professor	1
	4	Geology Adjunct Assistant Professor	1
	4	Grant Coordination Clerk	1
	4	Groundskeeper	1
	4	Health Education Adjunct Assistant Professor	1
	4	Information Technology Specialist II - Microcomputer Support	1
	4	Information Technology Systems/Database Administrator Analyst I	1
	4	Instructional Assistant - Chemistry	1
	4	Instructional Assistant - Deaf Culture and American Sign Language Studies	1

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	6	Instructional Assistant - Disabled Student Programs and Services	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Photography	1
	4	Laboratory Technician - Physics	1
	4	Library Technician	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	Political Science Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor	1
	4	Railroad Assistant Professor	1
	4	Senior Information Technology Technician - Computer Operations	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Solar/Energy Technology Adjunct Assistant Professor	1
	4	Spanish Adjunct Assistant Professor	1
	4	Special Project Art Program Assistant	1
	4	Special Projects - Education Coach II	1
	4	Student Support Assistant	5
	4	Surgical Technologist Assistant Professor	1
	4	Theater Arts Film Adjunct Assistant Professor	1
Lotus Sacramento Corporation	9	Account Executive	1
	9	Producer	1
Next Level General Engineering	9	Equipment Operator/Foreman	1
	9	Foreman	2
	9	Laborer	2
Pro Floors Inc.	9	Construction Site Cleaner	1

SETA- Employer Activity Report

The following is an update of information as of August 20, 2025

EMPLOYER	CRITICAL CLUSTER	JOB	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Sacramento City Unified School District	4	Director III Budget Services	1
	4	Health Aide I	1
	4	Health Aide III	1
	4	Manager III Construction Bond Accounting	1
	4	Multi-Tiered Systems of Support Specialist	1
	4	School Plant Operations Manager I	1
	4	Speech Language Pathology Assistant Special Education	1
	4	Supervisor V AP	1
	4	Supervisor V AR	1
	4	Teacher Assistant Bilingual Spanish	1
	4	Teacher Reading Intervention	1
	4	Teacher Special Education	1
Sacramento Regional Fire/EMS Communication Center	9	911 Dispatcher	1
Tots of Love	4	Infant Teachers	1
	4	Preschool Teachers	1
TOTAL			205

INFORMATION ITEM III-C
Dislocated Worker Update

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

Dislocated Worker Information PY 2025/2026

The following is an update of information as of August 20, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Blue Shield of California 3300 Zinfandel Dr. Boiling A Rancho Cordova, CA	Healthcare	6/25/2025	Permanent	12	Rancho Cordova, CA	Yes	Yes
Walgreens 2900 Stockton Blvd. Sacrament, CA 95127	Retail	6/25/2025	Permanent	35	Sacramento, CA	Yes	Yes
Rite Aid 4300 Elverta Rd. Antelope , CA 95834	Retail	6/25/2025	Permanent	23	Sacramento, CA	Yes	Yes
Center Point, Inc. 100 & 300 Prison Point Rd. Represa, CA 95671	Social Services	6/30/2025	Permanent	37	Sacramento, CA	Yes	Yes
Highlands Community Charter & Technical School 1333 Grand Ave Sacramento, CA 95838	Education	6/30/2025	Permanent	631	Sacramento, CA	Yes	Yes
Unitek Learning 4330 Watt Ave, 4th Floor Sacramento, CA 95823	Education	7/3/2025	Permanent	3	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd. Folsom, CA 95838	Information	7/11/2025	Permanent	170	Folsom, CA	Yes	Yes
UPS 1380 Shore Street West Sacramento, CA 95691	Transportation	7/14/2025	Temporary	355	West Sacramento, CA	Yes	Yes
GEE Heavy Machinery 5400 Raley Blvd. Sacramento , CA 95838	Manufacturing	7/21/2025	Permanent	34	Sacramento, CA	Yes	Yes
Rite Aid 4221 Norwood Ave. Sacramento, CA 95838	Retail	7/27/2025	Permanent	10	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2025/2026

The following is an update of information as of August 20, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Rite Aid 980 Florin Rd. Sacramento, CA 95838	Retail	7/27/2025	Permanent	14	Sacramento, CA	Yes	Yes
Rite Aid 6639 Watt Ave. North Highlands, CA 95660	Retail	7/27/2025	Permanent	23	Gold River, CA	Yes	Yes
Grocery Outlet 2801 Zinfandel Dr. Rancho Cordova, CA 95670	Retail	8/23/2025	Permanent	20	Rancho Cordova, CA	No	Yes
Rite Aid 9133 Kiefer Blvd Sacramento, CA 95826	Retail	8/24/2025	Permanent	15	Sacramento, CA	Yes	Yes
Rite Aid 2111 Golden Center Ln. Gold River, CA 95670	Retail	8/24/2025	Permanent	9	Gold River, CA	Yes	Yes
Crane Food Services LLC dba Chick-fil-A Folsom 2679 E. Bidwell St. Folsom, CA 95630	Retail	9/5/2025	Temporary	85	Folsom, CA	Yes	Yes
@Home Retail 8320 Delta Shore Circle S Sacramento, CA 95832	Retail	9/30/2025	Permanent	20	Sacramento, CA	Yes	Yes
Host International Inc. 6900 Airport Blvd. Sacramento, CA 95837	Transportation	10/1/2025	Temporary	70	Sacramento, CA	Yes	Yes
Blue Diamond Growers 1802 C Street Sacramento , CA 95811	Manufacturing	10/1/2025 3-1-26 9-1-26	Permanent	632	Sacramento, CA	Yes	Yes
				2,198			

INFORMATION ITEM 1-D

Unemployment Update/Press Release from the Employment Development Department

Presenter: ~~CE and CA~~ /Cara Welch

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of July was 5.6%.

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.

SACRAMENTO-ROSEVILLE-FOLSOM METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)
Seasonal losses in government employment led month-over decline

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.6 percent in July 2025, up from a revised 5.3 percent in June 2025, and above the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.9 percent in Placer County, 5.6 percent in Sacramento County, and 6.3 percent in Yolo County.

Between June 2025 and July 2025, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 8,200 to total 1,100,400 jobs.

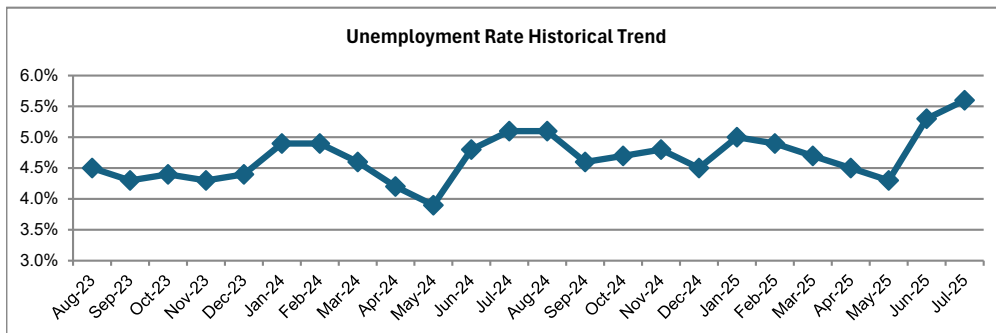
- Over the month, government employment continued to trend down with a loss of 11,500 jobs. Local government (down 9,500 jobs) and state government (down 2,200 jobs) were responsible for the decline. A gain of 200 jobs in federal government slightly offset the industry losses.
- Construction payrolls fell by 900 jobs in July, in contrast to its typical growth during this time of year. Within the industry sector, specialty trade contractors decreased by 500 jobs while construction of buildings shed 100 jobs.
- On the upside, private education and health services (up 1,200 jobs) experienced the largest month-over increase with job gains in healthcare and social assistance (up 1,500 jobs). Meanwhile, educational services cutback 300 jobs.
- Additional month-over gains occurred in leisure and hospitality (up 900 jobs), farm (up 800 jobs), trade, transportation, and utilities (up 800 jobs), financial activities (up 400 jobs), and manufacturing (up 300 jobs).

Between July 2024 and July 2025, total jobs in the region increased by 3,600 or 0.3 percent.

- Private education and health services gained the most jobs since last July with an increase of 13,100 jobs. Within the industry sector, healthcare and social assistance rose by 11,700 jobs while private educational services added 1,400 jobs.
- Over the year, leisure and hospitality advanced by 1,300 jobs. Job growth was concentrated in arts, entertainment, and recreation, which grew by 1,400 jobs. Accommodation and food services showed little change with a drop of 100 jobs.
- Meanwhile, professional and business services recorded the largest year-over decline with a reduction of 5,300 jobs. Professional, scientific, and technical services (down 3,100 jobs) and administrative and support and waste services (down 2,200 jobs) were responsible for the decrease.
- Seven additional industries reported year-over decline: construction (down 3,000 jobs), financial activities (down 700 jobs), manufacturing (down 500 jobs), information (down 500 jobs), trade, transportation, and utilities (down 300 jobs), government (down 300 jobs) and other services (down 200 jobs).

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

The unemployment rate in the Sacramento-Roseville-Folsom MSA was 5.6 percent in July 2025, up from a revised 5.3 percent in June 2025, and above the year-ago estimate of 5.1 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 4.6 percent for the nation during the same period. The unemployment rate was 5.4 percent in El Dorado County, 4.9 percent in Placer County, 5.6 percent in Sacramento County, and 6.3 percent in Yolo County.



Industry	Jun-2025	Jul-2025	Change		Jul-2024	Jul-2025	Change
	Revised	Prelim				Prelim	

Total, All Industries	1,108,600	1,100,400	(8,200)		1,096,800	1,100,400	3,600
Total Farm	9,800	10,600	800		10,600	10,600	0
Total Nonfarm	1,098,800	1,089,800	(9,000)		1,086,200	1,089,800	3,600
Mining, Logging, and Construction	77,300	76,400	(900)		79,400	76,400	(3,000)
Mining and Logging	400	400	0		400	400	0
Construction	76,900	76,000	(900)		79,000	76,000	(3,000)
Manufacturing	39,700	40,000	300		40,500	40,000	(500)
Trade, Transportation, and Utilities	165,100	165,900	800		166,200	165,900	(300)
Information	9,000	9,000	0		9,500	9,000	(500)
Financial Activities	45,500	45,900	400		46,600	45,900	(700)
Professional and Business Services	131,100	131,000	(100)		136,300	131,000	(5,300)
Private Education and Health Services	208,900	210,100	1,200		197,000	210,100	13,100
Leisure and Hospitality	115,000	115,900	900		114,600	115,900	1,300
Other Services	40,100	40,000	(100)		40,200	40,000	(200)
Government	267,100	255,600	(11,500)		255,900	255,600	(300)

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

August 15, 2025

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

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

Data Not Seasonally Adjusted

	Jul 24	May 25	Jun 25 Revised	Jul 25 Prelim	Percent Change Month	Year
Civilian Labor Force (1)	1,190,300	1,201,200	1,199,000	1,201,000	0.2%	0.9%
Civilian Employment	1,129,900	1,149,300	1,136,000	1,134,200	-0.2%	0.4%
Civilian Unemployment	60,400	52,000	63,100	66,800	5.9%	10.6%
Civilian Unemployment Rate	5.1%	4.3%	5.3%	5.6%		
(CA Unemployment Rate)	5.9%	5.0%	5.8%	6.1%		
(U.S. Unemployment Rate)	4.5%	4.0%	4.4%	4.6%		

Total, All Industries (2)	1,096,800	1,108,400	1,108,600	1,100,400	-0.7%	0.3%
Total Farm	10,600	9,500	9,800	10,600	8.2%	0.0%
Total Nonfarm	1,086,200	1,098,900	1,098,800	1,089,800	-0.8%	0.3%
Total Private	830,300	830,900	831,700	834,200	0.3%	0.5%
Goods Producing	119,900	115,200	117,000	116,400	-0.5%	-2.9%
Mining, Logging, and Construction	79,400	75,700	77,300	76,400	-1.2%	-3.8%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	79,000	75,300	76,900	76,000	-1.2%	-3.8%
Construction of Buildings	16,100	15,200	15,500	15,400	-0.6%	-4.3%
Specialty Trade Contractors	54,200	51,000	52,000	51,500	-1.0%	-5.0%
Foundation, Structure, and Building Exterior	14,400	13,200	13,500	13,400	-0.7%	-6.9%
Building Equipment Contractors	23,000	21,800	22,100	22,000	-0.5%	-4.3%
Building Finishing Contractors	11,400	10,900	11,300	11,200	-0.9%	-1.8%
Manufacturing	40,500	39,500	39,700	40,000	0.8%	-1.2%
Durable Goods	25,800	25,400	25,500	25,600	0.4%	-0.8%
Computer and Electronic Product Manufactur	4,400	4,100	4,200	4,200	0.0%	-4.5%
Non-Durable Goods	14,700	14,100	14,200	14,400	1.4%	-2.0%
Food Manufacturing	6,500	6,200	6,200	6,400	3.2%	-1.5%
Service-Providing	966,300	983,700	981,800	973,400	-0.9%	0.7%
Private Service Providing	710,400	715,700	714,700	717,800	0.4%	1.0%
Trade, Transportation, and Utilities	166,200	165,000	165,100	165,900	0.5%	-0.2%
Wholesale Trade	28,100	28,100	28,000	28,100	0.4%	0.0%
Merchant Wholesalers, Durable Goods	16,000	15,900	15,900	15,900	0.0%	-0.6%
Merchant Wholesalers, Nondurable Goods	10,600	10,900	10,900	10,900	0.0%	2.8%
Retail Trade	96,900	96,400	96,300	96,400	0.1%	-0.5%
Motor Vehicle & Parts Dealer	14,000	14,100	14,000	14,000	0.0%	0.0%
Building Material and Garden Equipment and	8,800	8,800	8,700	8,700	0.0%	-1.1%
Grocery and Convenience Retailers	20,200	20,400	20,400	20,300	-0.5%	0.5%
General Merchandise Retailers	20,500	20,700	20,700	20,800	0.5%	1.5%
Health and Personal Care Retailers	5,000	4,900	4,900	4,900	0.0%	-2.0%
Clothing, Clothing Accessories, Shoe, and Je	6,600	6,600	6,700	6,800	1.5%	3.0%
Sporting Goods, Hobby, Musical Instrument,	10,300	10,400	10,400	10,500	1.0%	1.9%
Transportation, Warehousing, and Utilities	41,200	40,500	40,800	41,400	1.5%	0.5%
Information	9,500	9,000	9,000	9,000	0.0%	-5.3%
Publishing Industries	2,100	2,000	2,000	2,000	0.0%	-4.8%
Telecommunications	2,200	2,200	2,100	2,100	0.0%	-4.5%
Financial Activities	46,600	45,500	45,500	45,900	0.9%	-1.5%
Finance and Insurance	28,700	28,300	28,300	28,500	0.7%	-0.7%
Credit Intermediation and Related Activities i	8,100	7,900	7,900	7,900	0.0%	-2.5%
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	17,300	17,200	17,300	17,300	0.0%	0.0%
Real Estate and Rental and Leasing	17,900	17,200	17,200	17,400	1.2%	-2.8%
Real Estate	14,000	13,600	13,600	13,900	2.2%	-0.7%
Professional and Business Services	136,300	132,000	131,100	131,000	-0.1%	-3.9%
Professional, Scientific, and Technical Service	61,800	58,800	58,600	58,700	0.2%	-5.0%
Architectural, Engineering, and Related Ser	10,900	10,900	11,000	11,100	0.9%	1.8%
Management of Companies and Enterprises	15,900	15,600	15,800	15,900	0.6%	0.0%
Administrative and Support and Waste and Re	58,600	57,600	56,700	56,400	-0.5%	-3.8%
Administrative and Support Services	55,100	54,000	53,000	52,800	-0.4%	-4.2%
Employment Services	16,400	15,700	14,900	14,800	-0.7%	-9.8%

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

Data Not Seasonally Adjusted

	Jul 24	May 25	Jun 25 Revised	Jul 25 Prelim	Percent Change	
					Month	Year
Services to Buildings and Dwellings	19,300	19,300	19,300	19,300	0.0%	0.0%
Private Education and Health Services	197,000	209,700	208,900	210,100	0.6%	6.6%
Private Educational Services	15,200	17,600	16,900	16,600	-1.8%	9.2%
Health Care and Social Assistance	181,800	192,100	192,000	193,500	0.8%	6.4%
Ambulatory Health Care Services	64,200	66,500	66,200	66,800	0.9%	4.0%
Hospitals	27,900	29,600	29,600	29,800	0.7%	6.8%
Nursing and Residential Care Facilities	20,100	21,300	21,300	21,500	0.9%	7.0%
Leisure and Hospitality	114,600	114,300	115,000	115,900	0.8%	1.1%
Arts, Entertainment, and Recreation	21,600	21,900	22,400	23,000	2.7%	6.5%
Accommodation and Food Services	93,000	92,400	92,600	92,900	0.3%	-0.1%
Accommodation	9,400	8,800	9,100	9,200	1.1%	-2.1%
Food Services and Drinking Places	83,600	83,600	83,500	83,700	0.2%	0.1%
Restaurants and Other Eating Places	79,200	79,200	79,400	79,500	0.1%	0.4%
Full-Service Restaurants	34,600	34,600	34,900	34,800	-0.3%	0.6%
Limited-Service Restaurants and Other Ea	44,600	44,600	44,500	44,700	0.4%	0.2%
Other Services	40,200	40,200	40,100	40,000	-0.2%	-0.5%
Repair and Maintenance	11,600	11,200	11,200	11,200	0.0%	-3.4%
Government	255,900	268,000	267,100	255,600	-4.3%	-0.1%
Federal Government	14,900	14,200	14,200	14,400	1.4%	-3.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	241,000	253,800	252,900	241,200	-4.6%	0.1%
State Government	137,600	138,000	138,000	135,800	-1.6%	-1.3%
State Government Educational Services	27,500	28,300	28,200	26,600	-5.7%	-3.3%
State Government Excluding Education	110,100	109,700	109,800	109,200	-0.5%	-0.8%
Local Government	103,400	115,800	114,900	105,400	-8.3%	1.9%
Local Government Educational Services	50,400	63,400	61,500	51,700	-15.9%	2.6%
Local Government excluding Educational Ser	53,000	52,400	53,400	53,700	0.6%	1.3%
County Government	20,700	20,000	20,400	20,300	-0.5%	-1.9%
City Government	11,900	11,600	11,800	11,800	0.0%	-0.8%
Special Districts plus Tribes	20,400	20,800	21,200	21,600	1.9%	5.9%

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 Brandon Cenicerros 916-796-5640

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
July 2025 - Preliminary
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,824,400	18,621,700	1,202,800	6.1%
ALAMEDA	16	871,500	825,600	45,900	5.3%
ALPINE	54	400	360	40	10.1%
AMADOR	33	15,260	14,290	980	6.4%
BUTTE	38	92,500	86,200	6,200	6.8%
CALAVERAS	39	17,940	16,710	1,230	6.9%
COLUSA	56	11,620	10,320	1,300	11.2%
CONTRA COSTA	17	585,900	554,400	31,500	5.4%
DEL NORTE	39	8,900	8,280	620	6.9%
EL DORADO	17	91,500	86,600	4,900	5.4%
FRESNO	51	480,200	438,500	41,700	8.7%
GLENN	48	11,990	11,000	990	8.2%
HUMBOLDT	25	59,600	55,900	3,600	6.1%
IMPERIAL	58	73,200	58,400	14,800	20.2%
INYO	8	8,690	8,270	420	4.9%
KERN	52	413,300	373,800	39,500	9.6%
KINGS	53	59,100	53,300	5,800	9.8%
LAKE	46	26,290	24,290	2,000	7.6%
LASSEN	37	8,060	7,530	530	6.6%
LOS ANGELES	33	5,067,900	4,743,200	324,700	6.4%
MADERA	49	71,700	65,700	5,900	8.3%
MARIN	5	127,100	121,000	6,000	4.8%
MARIPOSA	20	7,730	7,300	430	5.5%
MENDOCINO	25	37,560	35,280	2,280	6.1%
MERCED	55	126,700	113,700	13,000	10.3%
MODOC	33	3,250	3,040	210	6.4%
MONO	1	8,830	8,460	370	4.1%
MONTEREY	31	237,600	222,700	14,900	6.3%
NAPA	3	78,900	75,400	3,400	4.4%
NEVADA	13	48,380	45,880	2,510	5.2%
ORANGE	5	1,644,500	1,566,300	78,200	4.8%
PLACER	8	207,800	197,700	10,100	4.9%
PLUMAS	29	8,160	7,650	510	6.2%
RIVERSIDE	36	1,198,100	1,120,800	77,300	6.5%
SACRAMENTO	21	788,200	743,700	44,500	5.6%
SAN BENITO	39	34,800	32,300	2,400	6.9%
SAN BERNARDINO	29	1,042,700	977,700	65,100	6.2%
SAN DIEGO	13	1,672,800	1,585,400	87,300	5.2%
SAN FRANCISCO	3	514,200	491,700	22,500	4.4%
SAN JOAQUIN	42	376,400	349,200	27,200	7.2%
SAN LUIS OBISPO	13	134,400	127,400	7,000	5.2%
SAN MATEO	2	421,200	403,100	18,100	4.3%
SANTA BARBARA	12	228,800	217,400	11,500	5.0%
SANTA CLARA	5	1,035,300	985,500	49,700	4.8%
SANTA CRUZ	25	140,400	131,900	8,600	6.1%
SHASTA	23	80,700	76,000	4,800	5.9%
SIERRA	8	1,490	1,420	70	4.9%
SISKIYOU	42	16,940	15,710	1,230	7.2%
SOLANO	23	217,100	204,200	12,900	5.9%
SONOMA	8	249,900	237,600	12,300	4.9%
STANISLAUS	47	262,400	242,200	20,200	7.7%
SUTTER	50	47,400	43,300	4,100	8.6%
TEHAMA	44	27,170	25,190	1,970	7.3%
TRINITY	25	5,700	5,360	350	6.1%
TULARE	56	220,500	195,800	24,800	11.2%
TUOLUMNE	22	22,660	21,350	1,320	5.8%
VENTURA	17	423,500	400,700	22,800	5.4%
YOLO	31	113,400	106,200	7,200	6.3%
YUBA	45	36,200	33,500	2,700	7.5%

Notes

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

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

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

BACKGROUND:

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

Staff will be available to answer questions.



Seta Head Start

Food Service Operations Monthly Report

*July, 2025

- 7/10/25 - Homebase had a field trip to Wacky Tacky and we prepped 70 sack lunches.
- 7/11/25 - Crossroads had a field trip to the Sacramento Zoo and we prepped 77 sack lunches.
- 7/17/25 - Parker had a field trip on-site and we prepped 20 sack lunches.
- 7/18/25 - Elkhorn had a field trip to Freedom Park (Splash Pad) and we prepped 80 sack lunches.
- 7/25/25 - CP Huntington had a field trip on site and we prepped 20 sack lunches.
- Bret Harte had a field trip to Fairytale town and we prepped 30 sack lunches.
 - Elkhorn had a field trip to Fairytale town and we prepped 76 sack lunches.
 - Hillsdale had a field trip to Freedom Park and we prepped 96 sack lunches.
 - Norma Johnson had a field trip to the Sacramento Zoo and we prepped 50 sack lunches.
 - North Ave had a field trip to William Land Park / Fairytale town and we prepped 76 sack lunches.
 - 16th Ave had a field trip to William Land Park and we prepped 67 sack lunches.
- 7/29/25 - Bannon Creek had a field trip to Real Magic and we prepped 40 sack lunches.
- 7/30/25 - Freedom Park had a field trip to the Sacramento Zoo and we prepped 80 sack lunches.
- Galt had a field trip to the Sacramento Zoo and we prepped 80 sack lunches.
- 7/31/25 - Sharon Neese had a field trip to Swanston Park and we prepped 90 sack lunches.
- Freeport had a field trip to Fairytale town and we prepped 21 sack lunches.
 - La Verne Stewart had a field trip to Fairytale town and we prepped 21 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
31,548	30,382	29,782	18
Total Amount of Meals and Snacks Prepared			92,724

Purchases:

Food	\$105,898.87
Non - Food	\$11,838.44

Building Maintenance and Repair: \$2,422.69

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$729.33

Vehicle Gas / Fuel: \$1,439.88
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

July 2025

The Special Education Report shows the percentage of enrolled preschool-aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	260	19%	739	227	31%
Twin Rivers USD	156	46	29%	56	8	14%
Elk Grove USD	440	100	23%	NA	NA	NA
Sac City USD	676	103	15%	16	1	6%
San Juan USD	712	94	13%	96	11	11%
WCIC	100	7	7%	NA	NA	NA
COUNTY TOTAL	3448	610	18%	907	247	27%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440 (0) ^e	0	0	0%	0%
Sacramento City USD	676 (48) ^e	52	0	108%	14% +
San Juan USD	712 (0) ^e	0	0	0%	0%
SETA	1,364 (1,100) ^e	1,151	0	105%	2% +
Twin Rivers USD	156 (0) ^e	0	0	0%	0%
WCIC/Playmate	100 (0) ^e	0	0	0%	0%
Total	3,448 (1,148)^e	1,203	0	105%	8%+

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	150	10 (96%)	90%	9% -
SETA	739 (721) ^e	730	0	101%	1% +
Twin Rivers USD	56 (0) ^e	0	0	0%	0%
SCUSD	16	14	0	88%	0%
Total	977 (903)^e	894	10 (100%)	99%	0%

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
(b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
(c) If enrollment is less than 100%, the agency includes a corrective plan of action.
(d) Demonstrates difference in percentage of enrollment totals from previous month.
(e) Total Funded Enrollment during summer months.

Reasons for Program Under Enrollment

Elk Grove USD

- Closed during Summer. Return to services August 14, 2025.

Sacramento City USD

- There have been shifts in local demographics, including families relocating due to rising housing costs or changes in employment opportunities have led to a smaller population of young children in the area.
- Increased competition from other early childhood programs and private centers has also played a role, as families explore alternative options.
- Furthermore, transportation barriers remain a significant challenge; families without reliable transportation may be unable to consistently access the program, resulting in missed opportunities for enrollment.

San Juan USD

- Continued reduction of 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.
- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 13, 2025.

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.
- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 18, 2025.

Twin Rivers USD

- Closed during Summer. Return to services August 19, 2025.

WCIC/Playmate

- Closed during Summer. Return to services September 8, 2025.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Continuing community outreach and recruitment during program closure in summer months: Advertise programs through the district website and social media platforms.

Sacramento City USD

- Recruitment and networking opportunities to build a strong partnership that support families in our community and increase awareness in person and by video presentation for this month: Lutheran Social Services of Northern California, Sacramento County, Child Protective Service, Sacramento County, Foster Care Services, and Playfest at Fairytale Town.
- SETA provided waitlist of optional families for enrollment. Called waitlist and scheduled appointments with families for enrollment.

San Juan USD

- New Eligibility online format and system allows for faster processing time. All PELs are up to date.
- Home Based teachers recruited in neighborhoods and families connected to their families and were able to enroll up to 11.
- 2 TOSAs were able to sub in the long-term leave position and start 8 new homebased families.

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: MBC Community Baby Shower, Super Parent Day, Family Fun and Playfest, Glo Preemies Community Baby Shower, CJUS Back to School Event, Alchemist Sacramento City School Event, and presented to La Familia and Women's Empowerment. From these events, 51 families completed Interest forms for services.

Twin Rivers USD

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

WCIC/Playmate

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

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.