

## AGENDA

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

**Thursday December 4, 2025, 9:00 a.m.**

925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### PUBLIC COMMENT PROCEDURES

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

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

#### In-Person Public Comment

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

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 87508446156#US (San Jose).

Meeting ID: 875 0844 6156

Passcode: 222828

[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](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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##### Rich Desmond

BOARD OF SUPERVISORS  
County of Sacramento

##### Eric Guerra

MAYOR PRO TEM  
City of Sacramento

##### Patrick Kennedy

BOARD OF SUPERVISORS  
County of Sacramento

##### Devoun Stewart

PUBLIC REPRESENTATIVE

##### Mai Vang

COUNCILMEMBER  
City of Sacramento

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##### Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

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**CALL TO ORDER**  
**ROLL CALL**  
**PLEDGE OF ALLEGIANCE**

**Introduction of New Board Member**

Recognition of Long-term Employees:

- *America Herrera*, Head Start Teacher (20 years)
- *Rosio Magana*, Head Start Site Supervisor (25 years)
- *Veronica Pitts*, Head Start Infant/Toddler Lead Teacher (30 years)
- *Maria Steele*, Workforce Development Professional (35 years)
- *William Walker*, Workforce Development Manager (40 years)

**I. CONSENT ITEMS:**

- |           |   |      |
|-----------|---|------|
| <b>A.</b> | Approval of Minutes of November 6, 2025, Regular Board Meeting<br>(Anita Maldonado)   | 1-30 |
| <b>B.</b> | Approval of Claims and Warrants (Anita Maldonado)   | 31   |
| <b>C.</b> | Approval of Modifications to the Bylaws of the Sacramento County<br>Head Start/Early Head Start Policy Council (Karen Griffith) | 32   |

**II. ACTION ITEMS:**

**A. General Administration:**

- |    |   |       |
|----|---|-------|
| 1. | <b>Timed Item 9:00 A.M. and Public Hearing:</b><br>Approval of Revisions and Updates to Policy 11.18 – Remote Work<br>Policy to the SETA Personnel Policies and Procedures<br>(Sheri Green-Johnson) | 33-46 |
| 2. | <b>Timed Item 9:00 A.M. and Public Hearing</b><br>Approval of Change to the SETA Personnel Policies and Procedures<br>(Mario Maslac)  | 47-54 |
| 3. | Approval of Procurement of the Agency’s Workers Compensation<br>Insurance (Mario Maslac)  | 55    |

**B. Workforce Development Department**

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant:

- |    |  |       |
|----|--|-------|
| 1. | Approval of Community Services Block Grant (CSBG) Program,<br>Delegate Agency Funding Extension Recommendations for Program<br>Year 2026 (Julie Davis-Jaffe) | 56-69 |
|----|--|-------|

Refugee Services: No items

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

- |    |  |       |
|----|--|-------|
| 1. | Approval of the Carryover Request for the Program Year 2025-2026<br>Head Start Basic (09CH012795) (Karen Griffith) | 70-71 |
|----|--|-------|

<b>III.</b>	<b>INFORMATION ITEMS:</b>	
	<b>A.</b> SETA Children and Family Services Department Year-in-Review Presentation (Karen Griffith)	72
	<b>B.</b> Annual Outcome Report (Mario Maslac/Julie Davis-Jaffe)	73
	<b>C.</b> Fiscal Monitoring Reports (Mario Maslac)	74-84
	• Asian Resources, Inc.	
	• City of Sacramento, Department of Youth, Parks & Community Enrichment	
	• Lutheran Social Services of Northern California	
	• Pivot Sacramento	
	• Saint John's Program for Real Change	
	<b>D.</b> Employer Success Stories and Activity Report (William Walker)	85-95
	<b>E.</b> Dislocated Worker Update (William Walker)	96-99
	<b>F.</b> Head Start Reports (Karen Griffith)	100-105
<b>IV.</b>	<b>PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA</b>	106
<b>V.</b>	<b>REPORTS TO THE BOARD:</b>	107
	<b>A.</b> Chair	
	<b>B.</b> Executive Director	
	<b>C.</b> Deputy Directors	
	<b>D.</b> Counsel	
	<b>E.</b> Members of the Board	
<b>VI.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Wednesday, November 26, 2025.

**CONSENT ITEM I-A**

**Approval of Minutes of November 6, 2025, Regular Board Meeting**

Presenter: Anita Maldonado

**RECOMMENDATION:**

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

**BACKGROUND:**

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

## MINUTES/SYNOPSIS

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

Thursday      November 6, 2025,      9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 9:06 a.m. The roll was called, and a quorum was not established. The quorum was established at 9:11 a.m.

#### Members Present:

Patrick Kennedy, Member, Board of Supervisors

Rich Desmond, Chair, Board of Supervisors

Eric Guerra, Vice Chair, City of Sacramento (*arrived and seated at 9:11 a.m.*)

#### Members Absent:

Mai Vang, Member, City of Sacramento

### III. INFORMATION ITEMS:

#### A. 3rd Quarter Strategic Plan Report

Ms. Maldonado advised that, so far, the current government shutdown hasn't caused any disruptions to any of the funding sources. SETA will continue to monitor the situation very closely.

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 3<sup>rd</sup> Quarter Strategic Plan report. The presentation is attached to these minutes.

Mr. Guerra arrived and was seated at 9:11 a.m. The quorum was met.

### I. CONSENT ITEMS:

#### A. Approval of Minutes of October 2, 2025, Regular Board Meeting

#### B. Approval of Claims and Warrants

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

#### A. Approval of Minutes of October 2, 2025, Special Board Meeting

#### B. Approval of Claims and Warrants

#### Roll call vote:

Aye: 3 (Desmond, Guerra, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

### II. ACTION ITEMS:

**A. General Administration**

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Legal Counsel reviewed the item and informed the Board that City and County Representatives would rotate due to the current vacancy of the Public Representative for a one-year term. Mr. Kennedy nominated Mr. Guerra as Chair and himself as Vice Chair.

Moved/Kennedy, second/Desmond, to elect Mayor Pro Tem Guerra as Chair and Supervisor Kennedy is Vice Chair to the SETA Governing Board for a one-year term.

Roll call vote:

Aye: 3 (Desmond, Guerra, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Mr. Maslac reviewed the item and noted that it does not include the Agency's Workers' Compensation Insurance, which will be presented at the Governing Board meeting in December. The Agency's current insurance policies are set to expire on December 1, 2025.

Mr. Ken Johnson, an insurance broker from Gallagher, provided an overview of the Agency's insurance and proposals. A copy of the presentation is attached to these minutes.

Mr. Johnson introduced a new Gallagher employee, Ms. Loren Olsen, who provided her background highlights.

Moved/Guerra, second/Desmond, to delegate procurement authority to the SETA Executive Director to work with Gallaher to secure the necessary coverage before the expiration date.

Roll call vote:

Aye: 3 (Desmond, Guerra, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

**B. Workforce Development Department**

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services: No items

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

1. Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Education (CDE)

Ms. Griffith reviewed the item and advised that it seeks the Board's approval for submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDE with a maximum reimbursement amount of approximately \$7.3M. These funds will provide services to 860 preschoolers in full-day, full-year child development programs.

Moved/Guerra, second/Kennedy, to approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDE with a maximum reimbursement amount of approximately \$7.3M and further authorize SETA's Executive Director sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

Roll call vote:

Aye: 3 (Desmond, Guerra, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

2. Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Social Services (CDSS)

Ms. Griffith reviewed the item and advised that it seeks the Board's approval for submission of the application for continued funding for FY2026-2027 to CDSS with a maximum reimbursement amount of approximately \$6.36M. These funds will provide services to 401 infant/toddlers in full-day, full-year child development programs.

Moved/Guerra, second/Kennedy, to approve the submission of the application for continued funding for FY 2026-2027 to CDSS with a maximum reimbursement amount of approximately \$6.36M and further authorize SETA's Executive Director sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

Roll call vote:

Aye: 3 (Desmond, Guerra, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Vang)

### III. INFORMATION ITEMS:

#### B. Fiscal Monitoring Reports:

The Board requested to receive the programmatic and fiscal annual outcome report.

Ms. Maldonado stated that a report containing a complete analysis of SETA's programs will be provided at the next meeting.

#### C. Employer Success Stories and Activity Report:

Mr. Walker provided an update on the recently held Department of Human Assistance (DHA) JobLink Job Fair. He reported that 315 individuals attended the event, with 47 employers participating. The job fair was deemed highly successful.

**D. Dislocated Worker Update:**

Mr. Walker informed the Board about a WARN notice recently received regarding the Educational Testing Service, which laid off 757 employees. Many of those affected were remote workers located out of state.

Mr. Walker advised on the continued assistance provided to Blue Diamond Almonds Company employees.

**E. Head Start Reports:**

Ms. Griffith reviewed the Program Information Report (PIR) included in the packet. This report, along with other analyses, is used to develop the Annual Head Start Report. She mentioned that next month, the Children and Family Service Managers will present some key findings to the Board.

In response to Mr. Guerra's questions, Ms. Griffith informed that SETA is funded through July 31, 2026. She also emphasized that the programs in Sacramento County are open to the public. Furthermore, Ms. Griffith confirmed that SETA has contingency plans in place to address any funding shortage scenarios.

Ms. Griffith discussed efforts to ensure that SETA meets its health screening requirements and ways to encourage parents to have their children in the program receive the necessary screenings.

**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: No report

**VI. ADJOURNMENT:** The meeting adjourned at 9:57 a.m.

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



# 3rd Quarter Strategic Plan Report

November 6, 2025

Presented by:  
Anita Maldonado, Ph.D.



# SETA STRATEGY AND DIRECTION



## Vision

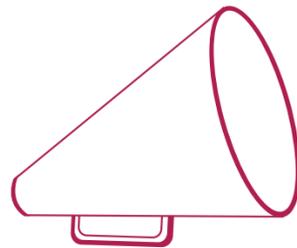
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



## Mission

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

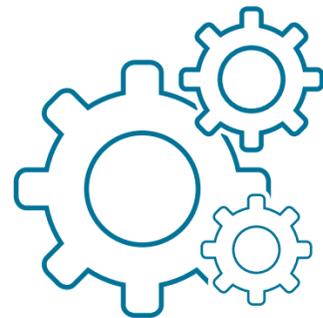
## STRATEGIC INITIATIVE 1



### Improve 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



### Strengthen 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

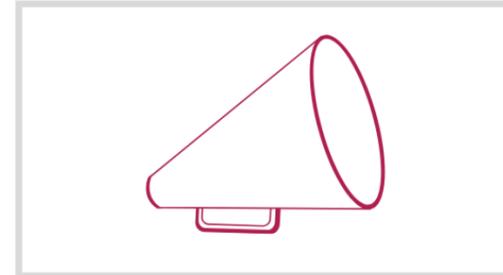


### Build Partnerships

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

# STRATEGIC PLAN 2025-2028

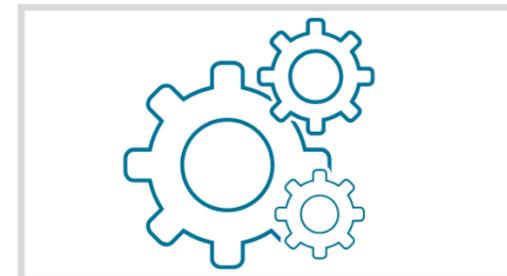
**IMPROVE AWARENESS**



**ACTION STEPS**

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

**STRENGTHEN COHESION**



**ACTION STEPS**

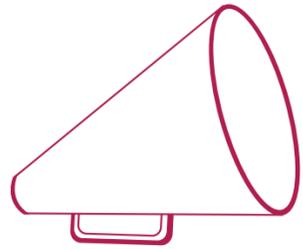
- Enhance Communication
- Promote Collaboration
- Improve Visibility
- Promote Welcoming Culture
- Strengthen Accountability
- Improve Accessibility of Senior Leadership
- Develop Training Program
- Pursue Continuous Improvement

**BUILD PARTNERSHIPS**



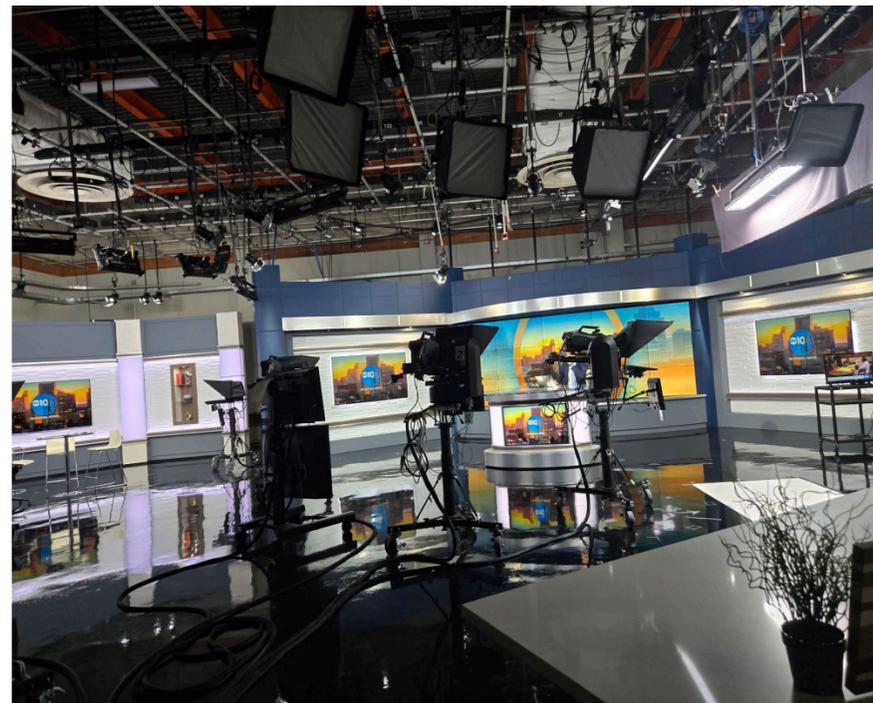
**ACTION STEPS**

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

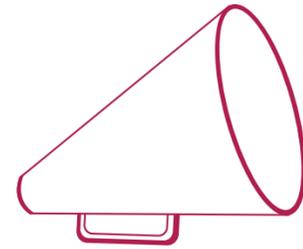


## Improve Awareness

- Advocacy Trip with David Bradley to visit Mark DeSaulnier
- CSBG received 15 new agencies to go through pre-qualification for Community Service Grant Funding due to outreach for new providers
- Social Media
- Outreach
- Community Newsletter
- New Website Metrics
- ABC10 Interview with Walt Gray



# Social Media



- Reached over 300 followers on IG
  - Increased ~100 per quarter
- Our Sac Works FB account has reached over 24K in followers
- **Audience:**
  - 25-44 years old (60% of audience age) SETA IG
  - 25-54 Sac Works FB

**Top posts**

Join us in celebrating Juan and his 25 years of dedication, leadership, and service! Juan has been a cornerstone of the SETA team, bringing heart, wisdom, and consistency to everything he does. From supporting colleagues to uplifting our community, Juan's impact over the years has been truly inspiring. 🙌❤️ Thank you, Juan, for your incredible commitment and for being part of the SETA legacy! #SETAAppreciation #25YearsOfService #SETAChampions #SETAFamily #StaffSpotlight

6 likes

Today we would like to celebrate 25 incredible years of dedication, heart, and impact! 🙌❤️ Cheryl has been a vital part of the SETA family, supporting our mission and community with unwavering commitment. From mentoring colleagues to uplifting families, Cheryl's work has touched countless lives, and we're so grateful for her passion and service. 🙌❤️ Thank you, Cheryl, for 25 years of excellence. Here's to many more milestones ahead! #SETAAppreciation #25YearsStrong #ThankYouCheryl #SETAChampions #StaffSpotlight

6 likes

Meet the Heart of Northview! ❤️ Get to know the amazing teachers and staff who make our Head Start preschool site so special! 🙌 From warm welcomes to nurturing classrooms, this team is dedicated to helping every child grow, learn, and thrive. Their passion, experience, and care shine through, and now you can see it for yourself! Watch the video and give our Northview head start staff some kudos in the comments! #HeadStartHeroes #NorthviewPreschool #EarlyLearning #SETAHeadStart #MeetTheTeam #PreschoolMagic #Head Start Head Start California Head Start WEST

5 likes

**Top posts**

Today we celebrated the construction completion of Mirasol Village Early Learning Center with Sacramento Housing and Redevelopment Agency (@shrahome)! A vibrant milestone for Sacramento, the event brought together leaders and partners who made this transformation possible — including @richdesmondca, representatives from the Office of Congresswoman @repdorismatsui, McCormack Baron Salazar, and @hdgov. We can't wait to open this new center up and create a welcoming space for our families and young learners! Stay tuned for more info about this Early Learning Center! #SETA

31 likes

Meet the Heart of Northview! ❤️ Get to know the amazing teachers and staff who make our Head Start preschool site so special! 🙌 From warm welcomes to nurturing classrooms, this team is dedicated to helping every child grow, learn, and thrive. Their passion, experience, and care shine through, and now you can see it for yourself! Watch the video and give our Northview head start staff some kudos in the comments! #HeadStartHeroes #NorthviewPreschool #EarlyLearning #SETAHeadStart #MeetTheTeam #PreschoolMagic @theadstartgov @theadstartca

29 likes

Today we would like to thank Reta for her 35 years of service working at SETA! 🙌 Celebrating a Staff Milestone! 🙌 Reta's unwavering commitment, hard work, and positive spirit have made a lasting impact at our Agency and the community we serve. Her journey is an inspiration, and we are so grateful to have her as part of the SETA family! Reta's supervisor, Lisa, says, "Reta has been able to bridge the gap between our Workforce Development and Children and Family Services units by ensuring that workforce development is at the top of the mind of our Family Service Workers." Staff also shared, "She

23 likes

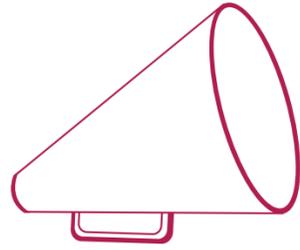
**SETA** Published by Hootsuite · September 24 · 🌐

Today we celebrated the construction completion of Mirasol Village Early Learning Center with [Sacramento Housing and Redevelopment Agency](#)! A vibrant milestone for Sacramento, the event brought together leaders and partners who made this transformation possible — including Supervisor Richard Desmond, representatives from the Office of [Congresswoman Doris O. Matsui](#), McCormack Baron Salazar, and [U.S. Department of Housing and Urban Development](#).

We can't wait to open this new center up and create a welcoming space for our families and young learners! Stay tuned for more info about this Early Learning Center!

[#SETA](#) [#SETAHeadStart](#) [#EarlyLearning](#)

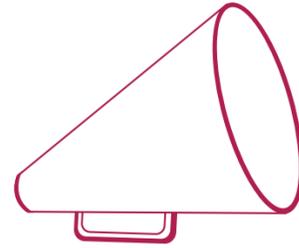
## Outreach



- 52 events within this past quarter
  - Started centralizing and tracking events July 2025
- Univision Event
- Organizations and agencies are requesting SETA to be present at Townhalls and Resource Fairs
- CSBG team attended a Job Fair at Mather Community Campus to provide SETA program information to on-site residents



# Community Newsletters

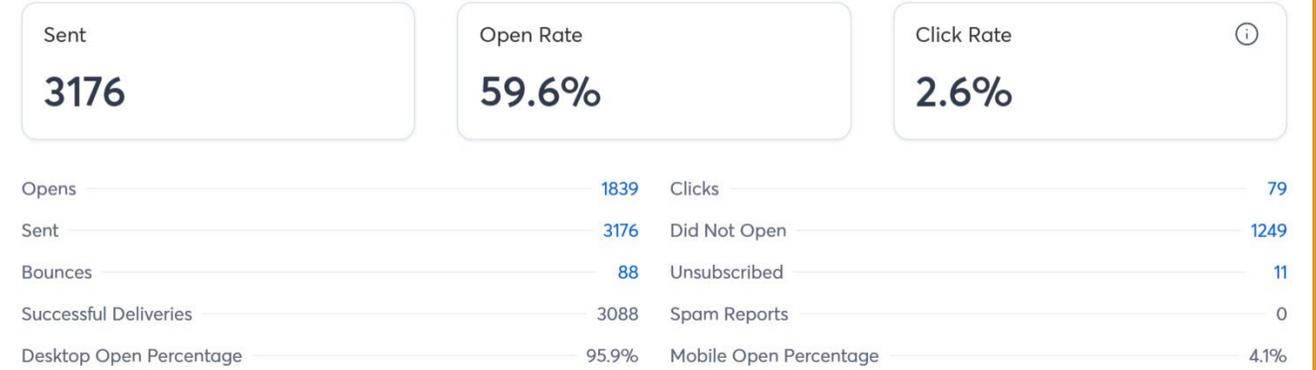


- By Sept. 30<sup>th</sup>: At 420 contacts
  - Quarter 1: Were at 50 contacts
  - Quarter 2: Were at 326 contacts

## Summer

### Email Performance

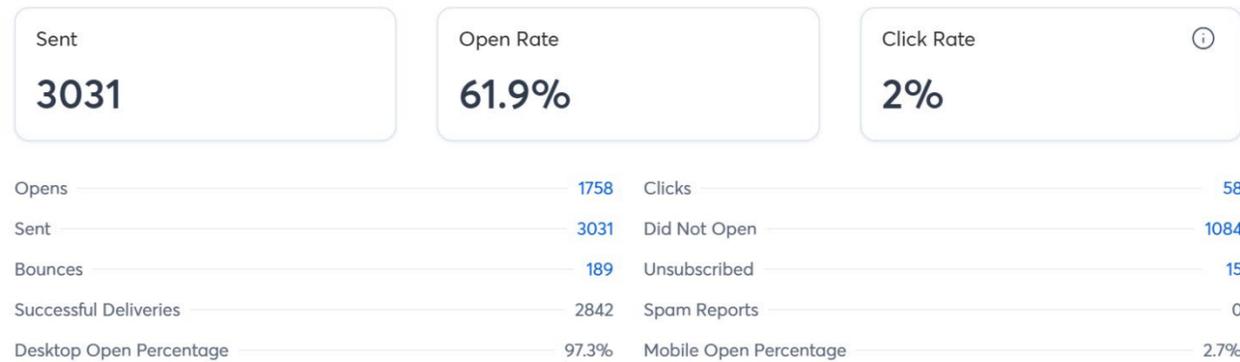
See how your emails are doing with your audience.



## Spring

### Email Performance

See how your emails are doing with your audience.

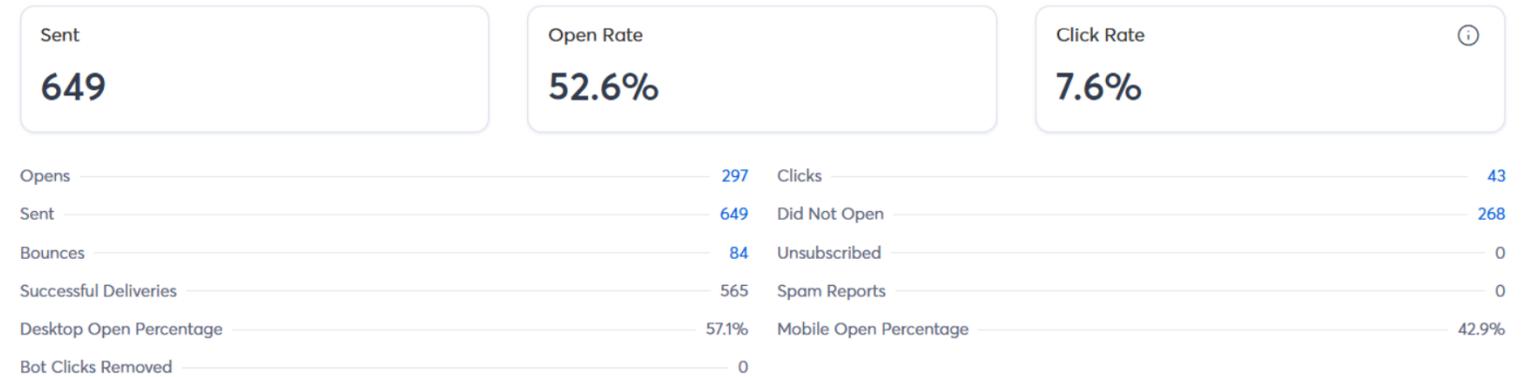


## Fall

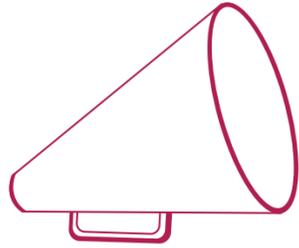
### Email Performance

See how your emails are doing with your audience.

• Turn on [bot click filtering](#) for more accurate data. ⓘ



# Website



This quarter:

- Multiple site backups were created
- Web repairs (including finding and fixing any delays)
- Multiple WordPress plugin updates
- Multiple critical security updates were applied

## SETA Site

- 15K visitors (up 128.3% since last quarter)
- Top viewed pages:
  - Home, Careers, Resources, Who We Are, Community Services

## Sacramento Works Site

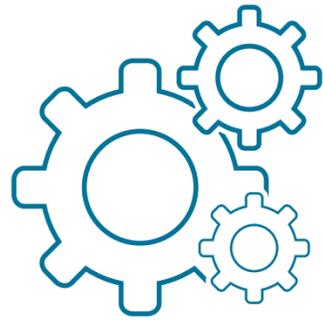
- 16K visitors
- Top viewed pages:
  - Home, Job Seekers, Job Centers, Career Training, For Youth

## Children and Family Services Site

- 6.2K visitors
- Top viewed pages:

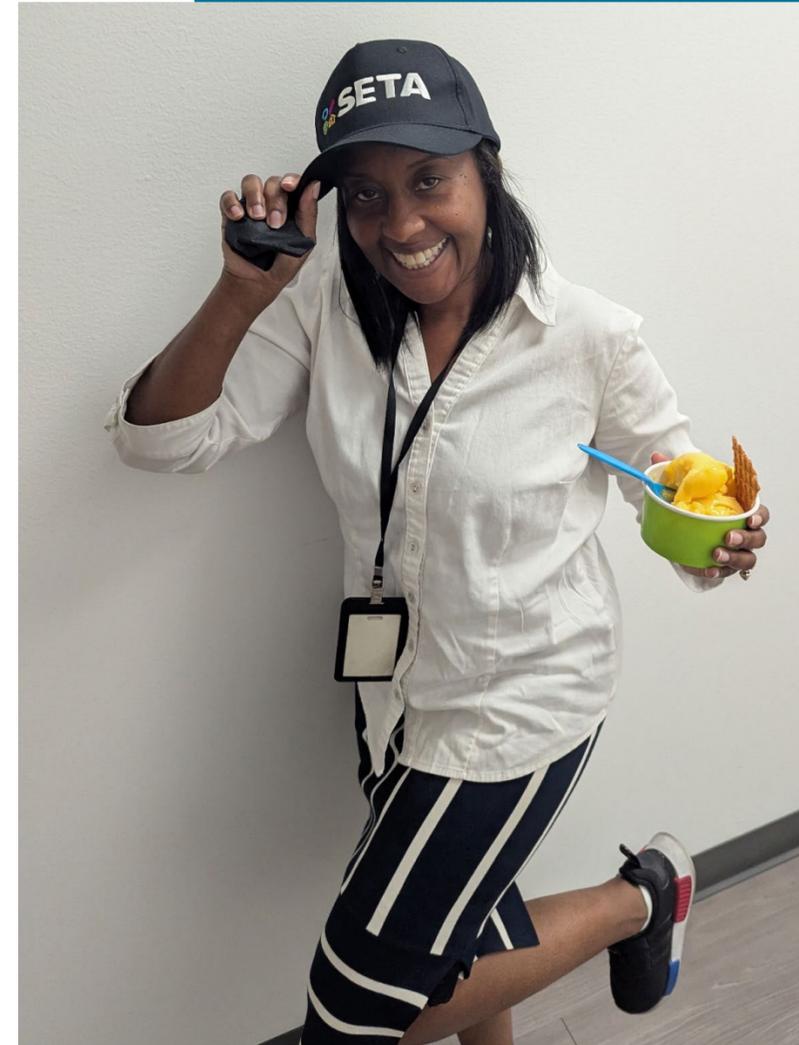
- Home, Locations, Eligibility, Infant & Toddler Services, Pre-School





## Strengthen Cohesion

- Health and Wellness
- Introduction to streamlining and centralization for work and cost efficiency
- Cross-Advisory Board set up
- Restructure of Management Meeting
- Management Trainings
- Del Paso Ice Cream Social
- WFD Team stepped up in Roy's absence
- CFS Annual Inservice Training
- WIOA Kick-Off to build relationship between Sac Works Job Center staff and SETA staff
- CSBG and WIOA staff collaborate for outreach events to promote agency services as a whole
- Staff Newsletter
- SETA Swag



# Staff Newsletters

- Averaging 40% open rate among staff
- Next quarter, we plan on including fun and engaging elements
- ~60% of staff open it via mobile

Ms. Anita thank  
you for bring such  
great ideas to  
SETA.

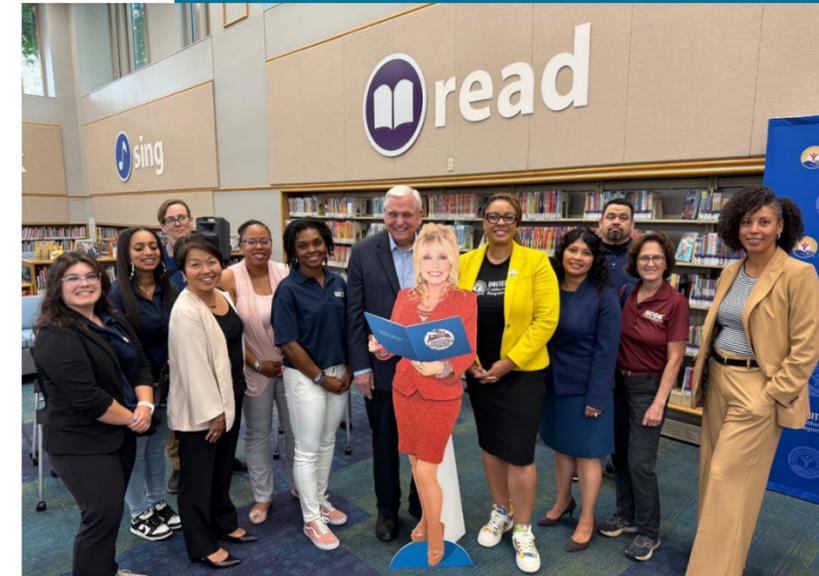
I would like to see  
random fun surveys  
that we can  
participate in. Ex:  
what's your favorite  
food? Restaurant?  
Artist?

Liked...Honoring a coworker  
was so welcoming. More  
then just a email of a  
passing but showing she  
meant so much to many of  
us. She was a real person  
not just a person in passing.  
Thank you.



## Build Partnerships

- Mirasol Village Construction Completion Event with SHRA
- DHA Partnerships
- CWA Conference and panelist with James Irvine Foundation
- Governing Board-Community Rep interviews
- Urban League new leadership
- SMUD Partnership
- Prop 47 Grant Cohort 5 Award \$8 million
- Department of Child Support Services and Child Action are coordinating co-location at several of the Sacramento Works Job Centers
- SETA staff are co-located at the Department of Rehabilitation (South and North offices)
- Farm to CACFP Nutrition Cohort
- Sacramento Childcare Taskforce
- OHS West- new regional office
- Dolly Parton Imagination Library
- Department of Child Support Services



# THANK YOU!

**FOLLOW  
US**



[https://linktr.ee/sac\\_seta](https://linktr.ee/sac_seta)



# Gallagher

Insurance | Risk Management | Consulting

## Sacramento Employment and Training Agency

Property & Casualty Board Presentation:  
November 6, 2025,  
for Renewal December 1, 2025 - 2026

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Arthur J. Gallagher & Co.  
Ken Johnson | Area Senior Vice President  
Ken\_johnson1@ajg.com

Kristen Hilmoie | Client Service Executive  
Kristen\_Hilmoie@ajg.com

November 6, 2025

SETA Governing Board



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- SETA' Gallagher Team
- Program Schematic – Coverage & Premiums
- Insurance Market Report - July 2025
- Renewal Property & Casualty Premiums
- Proposed Renewal Strategy Summary
- Renewal Timeline
- Thank You for Your Business

• July 2025



# SETA Service Team Chart



**Kristen Hilmoe CPCU,  
CIC, ARM**  
*Client Service Executive*  
415.536.8501  
[Kristen\\_Hilmoe@ajg.com](mailto:Kristen_Hilmoe@ajg.com)



**Ken Johnson**  
*Area Senior Vice President*  
415.536.8406  
[Ken\\_Johnson1@ajg.com](mailto:Ken_Johnson1@ajg.com)



**Michael Gallagher**  
*Area President*  
415.536.4015  
[Michael\\_Gallagher@ajg.com](mailto:Michael_Gallagher@ajg.com)

## RPS Management Liability and Cyber Liability Team

## Gallagher Service Team

## Gallagher Verify

## Gallagher National Risk Control



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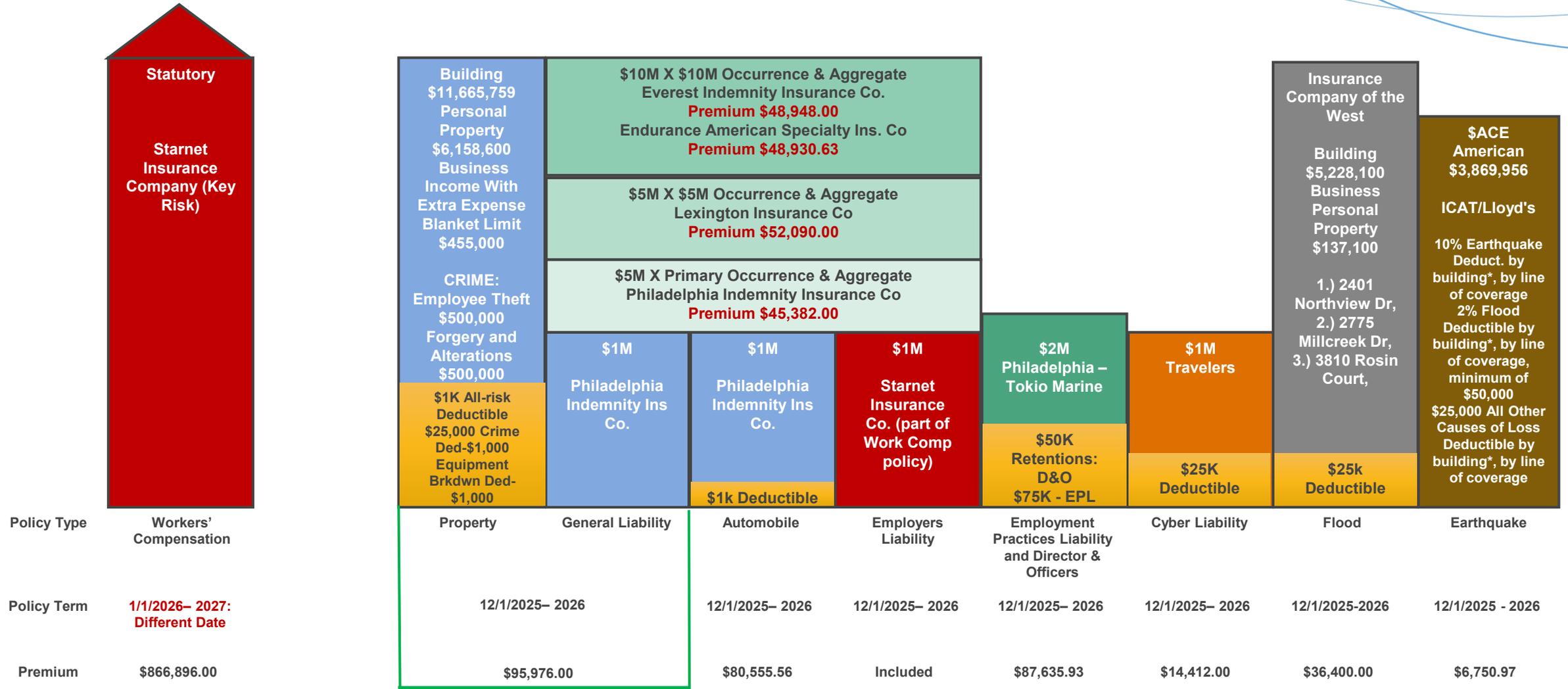


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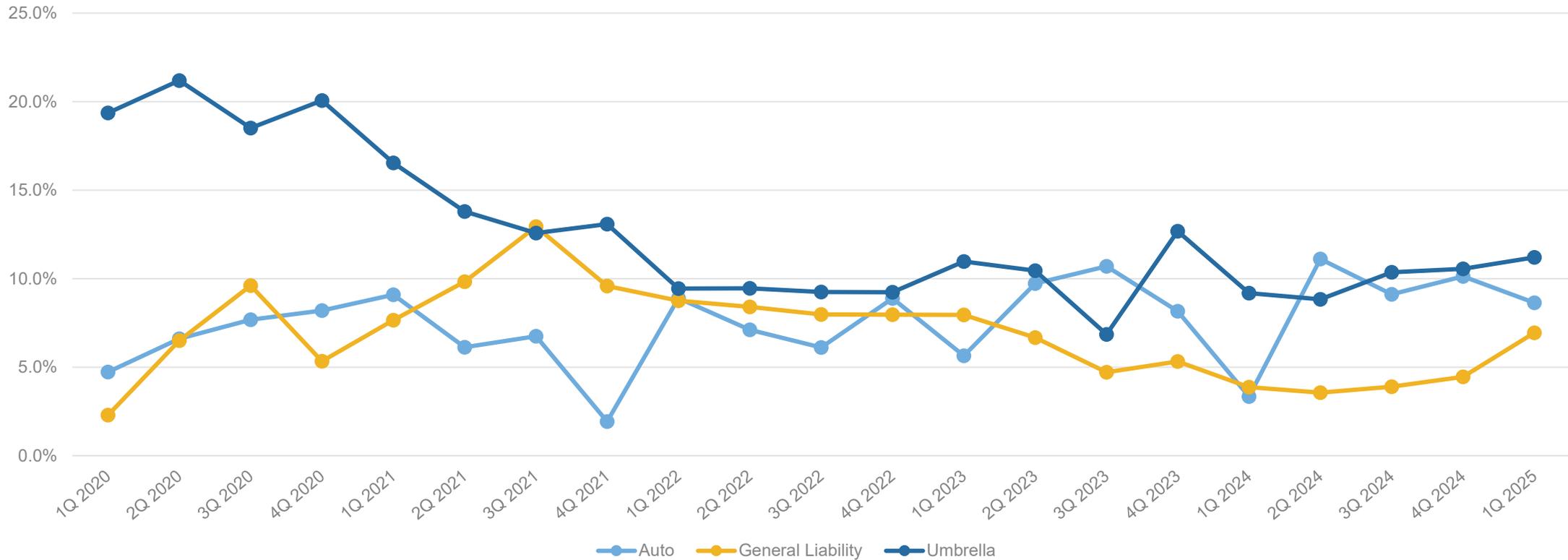
# Sacramento Employment and Training Agency – Program Schematic



**IMPORTANT:** This summary is only an outline of the insurance policies arranged through Gallagher. It does not include all the terms, coverages, exclusions, limitations and conditions of the individual insurance contract. You must read the policy itself for those details. If in reading the policy you have any questions, please contact your Gallagher representative.

# Insurance Market Report – July 2025

Average Premium Change by Line of Coverage 1Q 2020 - 1Q 2025



\*Gallagher US Clients Premium data Q1 2020-Q1 2025

# Renewal Property & Casualty Premium for 2025-26

SETA - 2025 2026 Property & Casualty		Philadelphia	YOY % Change	Great American
Line of Coverage	2024-25 Premium	2025-26 Quotes		2025-26 Quotes
Property	\$23,791	\$24,564	3%	\$32,344
General Liability (EBL, PL & SML incld.)	\$66,196	\$77,397	17%	\$80,312
Business Auto	\$80,555	\$84,195	5%	\$99,298
Inland Marine	\$3,132	\$2,825	-10%	\$4,335
Equipment Breakdown	\$1,844	\$1,904	3%	\$2,702
Crime including ERISA	\$1,013	\$3,217	218%	\$3,650
Accident Medical	\$2,986	\$3,003	1%	\$3,003
<b>Total Package Premium</b>	<b>\$179,517</b>	<b>\$197,105</b>	<b>10%</b>	<b>\$225,644</b>
Umbrella Liability \$5M XS Primary	\$46,382	\$52,094	12%	\$118,357
Excess Liability \$15M XS \$5M	\$148,838	\$155,791	5%	\$155,791
<b>Total Umbrella &amp; Excess</b>	<b>\$195,220</b>	<b>\$207,885</b>		<b>\$274,148</b>
Directors & Officers/ EPL Liability	\$84,935	\$88,221	4%	\$88,221
Cyber	\$14,412	\$14,980	4%	\$14,980
<b>Total D&amp;O, Crime and Cyber</b>	<b>\$99,347</b>	<b>\$103,201</b>		<b>\$103,201</b>
Difference in Conditions (Earthquake)	\$6,751	\$9,470	40%	\$9,470
Flood*	\$36,400	\$36,400	0%	\$36,400
<b>Total Flood &amp; Earthquake</b>	<b>\$43,151</b>	<b>\$45,870</b>		<b>\$45,870</b>
<b>Total Estimated Program Cost</b>	<b>\$517,235</b>	<b>\$554,060</b>		<b>\$648,862</b>

\*Renewal Flood Quote has not been released yet.

Umbrella Liability \$5M XS Primary including \$2M of Abuse coverage - \$90,000

# Insurance Market Report – July 2025

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## Challenges and Considerations:

The Automobile and US Casualty sectors are requiring insureds to proactively adapt their current structures for cost-effectiveness. Unfortunately, due to SETA's JPA status with the State of California adjusting umbrella/excess tower limits is not an option to control costs.

Social Inflation: Laws favoring plaintiffs and a societal attitude that businesses can afford to pay continue contributing to more significant verdicts and increased claim sizes. While this trend remains an important concern, we are closely watching for tangible signals of moderation. Recent positive developments in areas driving social inflation, such as a reported reduction in volume in **Third-Party Litigation Funding (TPLF)** and legislative changes like Georgia's SB69, offer potential for a shift. However, the material impact of these recent developments on the overall trajectory of social inflation remains to be seen.

The current market dynamics are heavily influenced by the impact of catastrophe losses. Factors such as increasing loss costs, less favorable and even unfavorable prior-year reserve development, potential economic headwinds (including tariffs, inflation, and **Third-Party Liability Funding**, and the risk of significant catastrophe losses have challenged the competitive landscape and are driving liability insurance cost up

## Strategy for SETA:

To navigate this evolving Liability market,

- Maintain close communication with underwriters to understand potential shifts in carriers' capacity, pricing, and appetite.
- Prioritize providing comprehensive and timely data to underwriters is paramount for achieving favorable outcomes.

# Strategy for SETA Liability - For 2026 Renewal

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## 1. Use all of Gallagher's Global Broker Network

Partner with all Gallagher resources specialty expertise in Head Start/Early Head Start operations.

## 2. Leverage Gallagher's Competitive Underwriting Package by issuing a data-rich underwriting submission including:

- Historical loss runs (5–10 years)
- Safety protocols and compliance documentation
- Financials and operational scope
- Risk mitigation strategies specific to Head Start programs
- Include benchmarking data to show how SETA's risk profile compares favorably to peers.

## 3. Seek out Alternative Risk Transfer Options such as Risk retention groups (RRGs)

## 4. Maintain Real-Time Underwriter Engagement

- Schedule Monthly/Bi-Weekly strategy calls with underwriters to:
- Monitor shifts in appetite, capacity, and pricing
- Gather and share real time SETA operational updates and risk improvements

## 5. Use Predictive Analytics

- Employ tools to model expected losses and simulate premium outcomes across carriers.
- Use this data to negotiate lower premiums based on projected risk.

# Proposed Renewal Strategy – **For 2026 Renewal**

- Package (Primary Layer) - Market the program to all potential insurers to obtain competitive terms.
- Package (Primary Layer) Request carriers to provide the \$10M Primary Umbrella.
- Excess (Liability above Primary) Leverage full access to domestic and international liability insurance markets to structure an ideal quota-share and layered program.
- Design a comprehensive Excess high-limit coverage solution (know as quota share) that minimizes cost while maximizing protection.
- Utilize Gallagher market clout to negotiate favorable terms across all program layers, reducing premium.



- For 3<sup>rd</sup> Party Contracted Vendors – Assist with securing Sexual Misconduct Policies for those who do not have and can not secure required coverage.

# Proposed Renewal Strategy **For 2026 Renewal**



- Can secure quote on Active Shooter coverage if requested.

- Maintain Dedicated Risk Control Consultant – Aaron Aragon – See Worker’s Comp presentation



- Maintain Dedicated Workers’ Compensation Claims Consultant – Danielle Dugger – See Worker’s Comp presentation

- Continue Gallagher Verify

- Continue eRiskHub – Cyber Risk Management portal to assist in the mitigation of cyber threats through online tools and resources.



- Expect to issue 230+ Certificates of Insurance throughout the course of the year.

# Thank You for Your Business

We have enjoyed our partnership and appreciate the continued time, support and confidence you have placed in us as your risk management team. The past has seen successful efforts and again Gallagher will utilize the resources of the world second largest brokerage firm to secure the optimal solutions for SETA.

SETA's Total Cost of Risk (TCOR) is being impacted favorably and our strategy for this upcoming renewal continues to focus on managing costs.

Thank you.



# Gallagher

Insurance | Risk Management | Consulting

# Thank you

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

Presenter: Anita Maldonado

**RECOMMENDATION:**

Approve the claims and warrants for the period 9/16/2025 through 10/14/2025.

**BACKGROUND:**

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 9/16/2025 through 10/14/2025, and all expenses appear to be appropriate.

**CONSENT ITEM I-C**

**Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council**

Presenter: Karen Griffith

RECOMMENDATION:

Approve the modifications to the Sacramento County Head Start/Early Head Start Policy Council Bylaws.

BACKGROUND:

The Personnel/Bylaws Committee 2024-2025 met during the program year to review and recommend revisions to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by green bold *italic type*; deletions are indicated by red ~~strikethrough~~.

The Policy Council approved the modifications to the Bylaws at their December 2, 2025 meeting.

The Bylaws will be sent under separate cover.

Staff will be available to answer questions.

**ACTION ITEM II-A-1**  
**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING**  
**Approval of Revisions and Updates to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures**

Presenter: Sheri Green-Johnson

**RECOMMENDATION:**

Open a public hearing to take public testimony, close the public hearing, and take action to approve the revisions to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures

**BACKGROUND:**

The current policy was updated to include Personally Identifiable Information (PII) safeguards, equipment repair/replacement information. Defining position eligibility, approval process and updated request form. Outlines information related to disciplinary recall, work hours requirements and grievance and appeal information.

This item has been approved by the Head Start Policy Council on November 25, 2025.

# Remote Work Policy and Process

## Section 11.18

### A. Rationale

1. Remote work is an alternative work arrangement in which an employee works some or all of the time from home or another offsite location. This arrangement creates flexibility and continuity of service during times when it is more efficient or effective for employees to work remotely. Remote work is not suitable for all employees and positions. It is at the discretion of the Department Head to determine if a remote work assignment meets the business needs of the Agency.

### B. Policy

1. Remote work can be formal or informal.
  - a. With formal remote work, the employee works remotely on a regular schedule that is mutually agreed upon between the employee and the Department Head.
  - b. An informal remote work arrangement is when an employee works remotely on an occasional or infrequent basis that may not necessarily follow a set schedule, but is still mutually agreed upon by the employee and the Department Head.
2. It is imperative that an employee who works remotely is accountable for work performance and demonstrates ethical behavior by adhering to this remote work policy and other applicable SETA policies and procedures. Work expectations of remote working employees remain the same as if they were working in the office. This includes, but is not limited to:
  - a. Meeting the performance standards of the position
  - b. Maintaining productivity levels
  - c. Working the mutually agreed work start time and stop time
  - d. Following Agency safety policies and protocols.
3. The supervisor has a key role in the success of a remote working employee. The supervisor should communicate well-defined productivity expectations, performance standards and results needed, as well as meeting time commitments. There should be on-going, clear communication from the supervisor to the employee, and vice versa.
4. An employee may be required to report to the office due to unforeseen business necessity, even though it is a scheduled remote work day. When possible, eight hours advance notice will be given to the employee, however it should be understood that urgent or emergency situations may not allow for prior notice and there may need to be

some flexibility with this requirement.

4.5. An employee who is working remotely will be expected to take extra precautions to ensure all Personally Identifiable Information (PII) is safeguarded as per Section 11.22: Personally Identifiable Information (PII) of the SETA Employee Personnel Policies and Procedures. No sensitive, confidential, proprietary, or private information will be left unattended at any time unless it is securely stored out of sight from unauthorized individuals including, but not limited to, family or visitors to the remote workspace.

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### C. Equipment

1. The employee is responsible for all issued SETA owned or leased equipment when working remotely. The Technology Equipment Loan Form shall be required for equipment that will be stored off-site.
2. No one other than the employee is authorized to use SETA equipment, even when housed at an employee's home.
3. Employees are expected to treat equipment with care and in a manner that is neither negligent or abusive.
4. Hardware is only to be modified or serviced by parties approved by SETA.
5. Software provided by SETA is to be used only for its intended purpose and should not be duplicated without consent.
6. Any equipment provided by SETA for off-site use is intended for legitimate business use only.
7. All hardware and software should be secured against unauthorized access.
8. All equipment purchased by SETA remains the property of SETA and is to be returned in a timely fashion when requested to do so.
9. If any problem develops with any SETA owned or leased equipment, the Employee should contact the IT department via phone, text, email, Zoom or other form of remote access for assistance. If the problem cannot be resolved remotely, the employee shall make arrangements with IT staff to bring the equipment to the IT department for inspection and support.

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9-10. Any costs for repairing or replacing damaged, lost, or stolen SETA equipment resulting from negligence or willful misconduct by the employee having custody of the equipment may be recoverable from the employee at the option of SETA.

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**D. Work Space Requirements**

1. The remote worksite must be maintained by the employee in a clean, professional, and safe condition free from hazards or dangerous conditions. SETA will not be responsible for any activity, damage, or injury which is not directly related to, associated with or resulting from the official job duties, and over which the Agency has no ability to exercise control. The Agency assumes no liability for the employee's real property or personal property, or for any injury to the employee's family, guests or other invitees injured on the employee's premises. The Agency reserves the right to inspect the remote worksite immediately, or as soon as practicable, upon being notified of a work-related injury or accident.
2. The employee must communicate with others concerning work-related matters by phone, email, text, Zoom, or other form of remote access and shall not conduct any work-related meetings or accept any business guests or invitees at the remote worksite.

**E. Communication and Confidentiality**

1. The employee must have a method of receiving and responding to communications from other staff, supervisors, and any other business-related communication while working remotely. This includes being available via phone and/or email during working hours as well as responding within appropriate timeframes. Personal mobile phones should not be used for business purposes unless receiving a mobile phone allowance in lieu of an Agency-provided mobile phone.
2. The employee understands that all furniture, telephone lines, wired or wireless internet connections and other equipment necessary for working remotely will be provided by the employee unless otherwise specified and agreed to by the Department Head.
3. An employee must properly protect and secure from unauthorized disclosure sensitive or Personally Identifiable Information (PII) and agrees to comply with all Agency policies and instructions regarding security of confidential information.

**F. Position Eligibility**

An employee's position may be suitable for remote work when the job duties:

1. Are independent in nature and remote work will not negatively impact the workload of others.
2. Do not require frequent in-person interaction at the employee's physical worksite with supervisors, coworkers, customers, or the public.
3. Do not require the employee's immediate presence at the physical worksite to address unscheduled events.

4. [Are not essential to the management of on-site workflow.](#)

#### **F.G. Requesting Remote Work**

Employees should be aware that remote work:

- Is a privilege, not a right, based on trust between the employee, supervisor, and Department Head
- Is voluntary and the employee can discontinue at any time
- Is a management work option and may be rescinded at any time
- Is not suitable for all positions and duties
- Is suitable for employees who can work independently and be accountable for work performance
- Is not a substitute for child or eldercare
- [May need to be re-evaluated for various reasons including, but not limited to, performance, staffing levels, or needs of the Agency.](#)

Process for requesting remote work:

1. The employee should discuss with their supervisor their desire to work remotely.
2. Together, the employee and supervisor will complete the Remote Work Request Form since some of the questions require collaboration between the two parties. [The Remote Work Request Form will include a signed confirmation that the remote work environment, Internet specifications, and other conditions are sufficient for working remotely.](#)
3. The supervisor will approve or deny and sign the request form.
4. ~~If approved by the supervisor, they~~ will submit ~~it~~ [the request through the chain of command up](#) to the Department Head for review. [The Department Head will consult with the applicable supervisor or manager before the final determination is made.](#)
5. The completed form will be returned to the employee and supervisor within ten (10) business days with the approval or denial signature from the Department Head.
6. [Upon approval or denial, a copy of the request shall be submitted to the Human Resources Department.](#)

#### **H. Remote Work Approval Renewal**

[Remote work will need to be renewed on an annual basis.](#)

- [The annual performance evaluation shall include a section for renewing the approval for remote work](#)
- [Approval for remote work shall not be based on the performance evaluation](#)

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## I. Performance or Disciplinary Recall

Employees failing to comply with all local, state, and federal laws, Agency policies, rules, regulations, and applicable labor agreements may be recalled from participation in the remote work program.

Employees who are not upholding Agency obligations such as meeting acceptable performance or conduct expectations and standards, as determined by the supervisor/manager, may be recalled from the remote work program.

Employees on a Performance Improvement Plan (PIP) may be recalled from the remote work program.

Participating employees recalled from the program for reasons related to performance and/or discipline shall be required to report to their physical worksite.

The Agency shall endeavor to provide forty-eight (48) hours' advance notice to the employee prior to a recall to the physical work location for the reasons related to performance and/or discipline.

Prior to recalling a participating employee, the department shall notify Human Resources who will review and approve the facts and circumstances justifying the recall.

## J. Working Hours

Remote work schedules shall comply with the Fair Labor Standards Act (FLSA). The remote work schedule will be arranged between the supervisor and the employee.

Nothing in this policy shall limit the ability of departments to require employees to be present at physical worksites on a limited basis or hybrid model due to an operational or business need.

Participating employees:

- a. Must perform designated work during scheduled work hours.
- b. Must take meal and rest breaks as if they were reporting to the physical worksite.
- ~~c. Must be available to report to a physical worksite if directed to do so on their scheduled workday. The Agency shall endeavor to provide forty-eight (48) hours' advance notice to the employee.~~
- c. Must be available to the Agency via telephone, email, or other electronic means during all scheduled work hours, except during authorized breaks.
- d. Must account for and report time spent working remotely the same way they would at the physical worksite, or according to the terms of their remote work agreement.
- e. May work overtime only when directed or approved to do so in advance by their

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supervisor.

- f. Must obtain approval to use vacation, sick, or other paid leave in the same manner as employees who do not work remotely.
- g. Shall ensure dependent care will not interfere with work responsibilities.
- h. Must inform their supervisor if they become ill during their shift and report the hours worked and the sick leave hours used.
- i. Remote workers shall, during online meetings, have their cameras turned on, ~~to the extent feasible.~~ When on camera, employees shall present themselves in a professional manner, ~~which includes their environment.~~

**K. Policy Not Subject to Grievance or Appeal**

Employees do not have a property right to remote work assignments. An employee's participation in, or removal from, remote work is not subject to any grievance or appeal process and this policy supersedes previous remote work agreements and policies.

A denial of an employee's participation in remote work shall not be grievable or appealable, except that the employee may request a review of the reason(s) for the denial and request reconsideration by submitting a request in writing ~~within seven (7) calendar days of receipt of the denial~~ to their direct supervisor.

A meeting with the employee's department head, or designee, will be scheduled ~~within seven (7) calendar days of receipt of the written request~~ as soon as possible to address the employee's concern(s). A response and final decision will be rendered by the department head, or designee, within ~~seven (7)~~thirty (30) calendar days of the ~~meeting request for reconsideration.~~ While participating in the review process, employees are obligated to abide by the direction of their supervisor regarding participation in remote work.

# Remote Work Policy and Process

## *Section 11.18*

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Remote work will need to be renewed on an annual basis.

- The annual performance evaluation shall include a section for renewing the approval for remote work
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## **I. Performance or Disciplinary Recall**

Employees failing to comply with all local, state, and federal laws, Agency policies, rules, regulations, and applicable labor agreements may be recalled from participation in the remote work program.

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Employees on a Performance Improvement Plan (PIP) may be recalled from the remote work program.

Participating employees recalled from the program for reasons related to performance and/or discipline shall be required to report to their physical worksite.

The Agency shall endeavor to provide forty-eight (48) hours' advance notice to the employee prior to a recall to the physical work location for the reasons related to performance and/or discipline.

Prior to recalling a participating employee, the department shall notify Human Resources who will review and approve the facts and circumstances justifying the recall.

## **J. Working Hours**

Remote work schedules shall comply with the Fair Labor Standards Act (FLSA). The remote work schedule will be arranged between the supervisor and the employee.

Nothing in this policy shall limit the ability of departments to require employees to be present at physical worksites on a limited basis or hybrid model due to an operational or business need.

Participating employees:

- a. Must perform designated work during scheduled work hours.
- b. Must take meal and rest breaks as if they were reporting to the physical worksite.
- c. Must be available to the Agency via telephone, email, or other electronic means during all scheduled work hours, except during authorized breaks.
- d. Must account for and report time spent working remotely the same way they would at the physical worksite, or according to the terms of their remote work agreement.
- e. May work overtime only when directed or approved to do so in advance by their supervisor.
- f. Must obtain approval to use vacation, sick, or other paid leave in the same manner as employees who do not work remotely.
- g. Shall ensure dependent care will not interfere with work responsibilities.
- h. Must inform their supervisor if they become ill during their shift and report the

hours worked and the sick leave hours used.

- i. Remote workers shall, during online meetings, have their cameras turned on. When on camera, employees shall present themselves in a professional manner, which includes their environment.

**K. Policy Not Subject to Grievance or Appeal**

Employees do not have a property right to remote work assignments. An employee's participation in, or removal from, remote work is not subject to any grievance or appeal process and this policy supersedes previous remote work agreements and policies.

A denial of an employee's participation in remote work shall not be grievable or appealable, except that the employee may request a review of the reason(s) for the denial and request reconsideration by submitting a request in writing to their direct supervisor.

A meeting with the employee's department head, or designee, will be scheduled as soon as possible to address the employee's concern(s). A response and final decision will be rendered by the department head, or designee, within thirty (30) calendar days of the request for reconsideration. While participating in the review process, employees are obligated to abide by the direction of their supervisor regarding participation in remote work.

**ACTION ITEM II-A-2**  
**Timed Item 9:00 A.M. and Public Hearing**  
**Approval of Change to the SETA Personnel Policies and Procedures**

Presenter: Mario Maslac

**RECOMMENDATION:**

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Section 11.07 "Travel and Mileage".

**BACKGROUND:**

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

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

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

The Policy Council took action on the policy update on December 2, 2025.

## **Travel and Mileage**

### *Section 11.07*

- A. Employees may be required to travel in the course of performing their job duties. Employees are expected to use good judgement in incurring travel expenses, and to obtain prior approval of his/her Department Chief and the Executive Director for all foreseeable travel-related expenditures. Expenses that are not approved or which are not in compliance with this policy, will be the traveler's personal responsibility.
- B. Private Vehicles and Mileage
1. Each employee authorized to use a private automobile for Agency business is required to carry sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California, Vehicle Code Section 16430. Such evidence of coverage shall be submitted to the Fiscal Department prior to Agency required travel.
  2. Employees will normally be reimbursed at the IRS reimbursable rate paid for all miles traveled in the conduct of Agency business. **In addition, employees can claim parking fees and tolls acquired while conducting Agency business.**
  3. **When employees are required by the Agency to telework they are eligible for mileage reimbursement from their "Telework Site" to a "Field Assignment" without any deduction for commute mileage. In cases where the employee requests to telework (voluntary telework) and it is approved and authorized to do so, mileage reimbursement to and from the "Field Assignment" will be reduced by commute mileage from the Telework Site to the Official Work Location. The mileage will be reimbursed based on the most direct route between the work locations with consideration regarding the length of time of the trip.**
  4. **For trips from the "Telework Site" to and from the "Field Assignment", for employees on approved voluntary telework, involving multiple site visits (multiple legs of the trip), the distance from the Telework Site to the Official Work Location will only be deducted from the first and last stops. Only the**

## Work Habits

### Travel and Mileage

initial trip from the "Telework Site" to a "Field Assignment" and the final trip from the "Field Assignment" to the "Telework Site" will need to be reduced by commute mileage from the Telework Site to the Official Work Location.

5. The mileage reimbursement process is to be used for travel within Sacramento County. Any travel outside of Sacramento County shall follow travel reimbursement procedures outlined below in section F, and require prior approval.
6. ~~However,~~ If out of town travel is authorized, and air travel is the most appropriate and economical means of transportation, the Executive Director will authorize reimbursement only in an amount equal to the lowest air coach fare, unless the traveler can demonstrate in advance why travel by other means is more advantageous to the Agency.
7. If more than one employee is traveling on the same trip, all reasonable efforts shall be made to minimize transportation costs by use of a single vehicle.

#### C. Travel Requests

1. All requests for travel within the State must be pre-approved by the Department Chief and the Executive Director or Appointing Authority
2. All requests for out of state travel, must be pre-approved by the Department Chief, Executive Director or Appointing Authority, and the Governing Board.
3. Employees traveling by air shall be made aware of any flights with cancellation penalties. If a cancellation or change in flights occurs due to an Agency related need, the Agency will cover the penalty cost. If, however, the cancellation occurs due to an employee's personal request, the employee will be required to pay the penalty. Exceptions to this rule include family death or serious illness, and cases in which the airlines do not impose penalties.

#### D. Expenses and Advances

1. Should an employee be compelled to travel in the performance of his/her duties, he/she shall be reimbursed for actual and necessary expenditures for transportation, lodging, and meals in accordance with this policy.
2. Employees must complete an Agency Travel Approval and

## Work Habits

### Travel and Mileage

Expense claim form in order to be reimbursed for their expenses.

3. Travel advances may be requested for all out-of-town travel where overnight accommodations are necessary. Employees who receive a travel advance must turn in a receipt for the hotel expenses incurred. The employee will be responsible for those expenses that exceed the maximum allowable, and for the amount of the advance not spent. The employee may reimburse the Agency by cash, check, or may choose to have the amount deducted from his/her next paycheck.

#### E. Car Rental and Public Transportation

1. Employees on out-of-town travel should use public conveyances (taxis, airport shuttles, buses, etc.) whenever such uses appear to be more economical than a rental car. Generally, a rental car should not be requested unless:
  - a. Conference or meeting is located more than fifteen minutes from the hotel.
  - b. Multiple business meetings that require travel between points make use of public conveyance impractical.
  - c. Three or more Agency employees are attending the same meeting and one rental car for the group would be more economical.
  - d. All additional insurance offered when renting a car will be waived.
  - e. Traveler should fill the gas tank before returning the car.
2. While traveling on official Agency business, the following expenses are reimbursable at actual cost with presentation of original receipts:
  - a. Necessary taxicab, airport shuttle, **ride sharing service**, or bus fares;
  - b. Car storage fees;
  - c. Reasonable telephone and facsimile charges in connection with Agency business;
  - d. Other justifiable expenses will be approved based on a case-by-case basis and upon review of special circumstances.

#### F. Travel Reimbursement

1. Actual expenses for parking, meals, registration, lodging and transportation, including tolls, will be paid by the Agency, up to the maximum reimbursable amount. Employees incurring expenses beyond the maximum

## Work Habits Travel and Mileage

reimbursable amount shall be responsible for paying the difference, unless authorized by the Executive Director.

2. Receipts for expenditures other than those qualifying as incidental charges must be attached to the travel claim form.
3. Reimbursement for meals shall be made only when travel extends for a minimum of six hours during the normal working day, except when specifically approved by the Executive Director or designee or Appointing Authority. Maximum reimbursement expenses shall be as follows  
Breakfast (if travel begins prior to 7:00 a.m.)  
~~\$ 5.50~~  
Lunch (if travel begins prior to 11:00 a.m.)  
~~\$ 9.50~~  
Dinner (if travel begins prior to 4:00 p.m. and ends after 7:00 p.m.)  
~~\$17.00~~  
Incidentals (per 24-hour period)  
~~\$ 5.00~~

*Note: For updated meals and incidental expenses (M&IE) rates please visit the US General Service Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>*

Reimbursement of meals consumed within Sacramento County during the individual's normal working day will be reimbursed only when it can be demonstrated that the meal or meals involved are included in the cost of the conference that the employee is attending for the benefit of the Agency. Approval from the Executive Director or designee or Appointing Authority must be obtained prior to the expense being incurred.

## Work Habits Travel and Mileage

# Travel and Mileage

## *Section 11.07*

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## Work Habits

### Travel and Mileage

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## Work Habits

### Travel and Mileage

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Incidentals (per 24-hour period)

*Note: For updated meals and incidental expenses (M&IE) rates please visit the US General Service Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>*

Reimbursement of meals consumed within Sacramento County during the individual's normal working day will be reimbursed only when it can be demonstrated that the meal or meals involved are included in the cost of the conference that the employee is attending for the benefit of the Agency. Approval from the Executive Director or designee or Appointing Authority must be obtained prior to the expense being incurred.

**ACTION ITEM II-A-3**

**Approval of Procurement of the Agency's Workers Compensation Insurance**

Presenter: Mario Maslac

**RECOMMENDATION:**

Hear the oral report and recommendations and authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2026.

**BACKGROUND:**

The Agency's insurance policy for Workers Compensation expires December 31, 2025. SETA's broker, Arthur J. Gallagher & Co., is in the process of obtaining quotations for the coverage and will present an oral report at the meeting.

If final quotes are not available at the December 4 meeting, the Board may delegate procurement authority to the Executive Director.

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

### **Approval of Community Services Block Grant (CSBG) Program, Delegate Agency Funding Extension Recommendations for Program Year 2026**

Presenter: Julie Davis-Jaffe

#### RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2026 CSBG and authorize the Executive Director to adjust allocations as needed based on final funding amounts or other considerations, including reallocating funds if an agency declines its allocation, while maintaining the integrity of the overall funding plan.

#### BACKGROUND:

On August 8, 2025, SETA released a Request for Proposals (RFP) for the CSBG program for Program Year 2026. The RFP solicited services under the Safety-Net, Family Self-Sufficiency, and Family Self-Sufficiency – Special Projects categories as identified in the 2026-2027 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$1,043,000. To maximize flexibility for award funding, no announcement regarding allocations to specific categories of funding were included in the RFP. Following increased outreach, several new agencies pursued funding in this procurement: 12 new agencies submitted prequalification documents, of whom 11 met prequalification requirements, and 6 who successfully submitted proposals for review.

The RFP included a sub-category of Family Self-Sufficiency to address the needs of marginalized communities such as people of color, those in disadvantaged communities, or other historically marginalized groups. Success measures under this service area were identified as the same as those for the broader Family Self-Sufficiency category, but directed to a specific, more vulnerable, population.

The deadline for receipt of proposals was September 5, 2025. Twenty-three (23) proposals were received by the 4:00 p.m. deadline, requesting a total of \$2,147,889. Two additional proposals missed the 4:00 p.m. deadline and are considered nonresponsive; both were from the City of Sacramento Unified School District. All twenty-three (23) proposals were evaluated.

#### Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of twelve (12) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department. In addition, one member from the City of Sacramento's Office of Community Outreach and one SETA Community Action Board member were on the Readers Team. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories based on their numerical score.

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

Page 2

The top-ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2026-2027 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals; or, if not previously funded by CSBG, the agency demonstrated potential for success.
- The proposing agency demonstrated a need exists for the service(s).
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system. Employment-based programs had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only 18 of the 23 submitted proposals are recommended for funding.

Three new agencies are recommended for funding: Pride Industries, LGBT Center, and Roberts Family Development Center. Two agencies who were funded in the 2022/2023 funding cycle applied and are recommended for funding in the 2026/2027 funding cycle: Volunteers of America and South County Services.

Minimum allocation for direct participant costs was again made as a requirement, reversing the change to a recommendation made in the 2024/2025 RFP. Those minimums were set at 15% for case-managed programs and 70% for safety-net programs.

All funding recommendations are made contingent upon successful agency status and performance by the end of calendar year 2025, and upon the federal government continuing CSBG funding in the budget.

Attached are the resulting proposal rankings, staff funding recommendations, proposal summaries and funding rationales.

This item has been approved by the Community Action Board on November 12, 2025.

# Sacramento Employment and Training Agency

925 Del Paso Boulevard, Suite 100

Sacramento, CA 95815

[www.seta.net](http://www.seta.net)

## ***SETA STAFF***

## ***FUNDING***

# ***RECOMMENDATIONS***

2026 Program Year

Community Services Block Grant Program Services

**Staff Funding Recommendations Release Date**

Monday, November 3, 2025

5:00 p.m.

**2026 CSBG STAFF FUNDING RECOMMENDATIONS**

<b>FAMILY SELF-SUFFICIENCY SERVICES</b>										
<b>Prop #</b>	<b>Rank</b>	<b>Score</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area</b>	<b>Current Funding</b>	<b>Funding Request</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm</b>	<b>Page #</b>
16	1	91	La Familia Counseling Center, Inc.	At-Risk Youth who are at Risk of Dropping Out of School, and Pre-Gang Affiliate	Lemon Hill, Parkway	\$102,335	\$221,250	\$2,950/75	\$100,000	9
11	2	88	Waking the Village	Pregnant and Parenting Youth Experiencing Homelessness and their Children	Sacramento County	\$85,000	\$100,000	\$794/126	\$87,500	8
23	2	87	World Relief	Refugees and New Arrivals, Women, Single Mothers and Low-Income Households	N. Sacramento, N. Highlands, Foothill Farms, Arden Arcade, and Rancho Cordova	\$99,660	\$110,175	\$1,836/60	\$84,500	11
6	2	87	Folsom Cordova Comm Partnership	Unhoused or at risk of being unhoused, single parent's w/children	Rancho Cordova, Mather, Rosemont, Carmichael, Citrus Hts, Sac County	N/A	\$100,000	\$3,571/28	\$84,500	6
14	2	86	Elk Grove Adult & Community Education	Single Parent Households, Refugees, Unhoused, People with Disabilities	Florin, Lemon Hill, Oak Park, South Sacramento	\$111,066	\$127,362	\$3,184/40	\$84,000	9
17	2	86	Pride Industries	Youth (Foster, Unhoused, Disabilities)	At Risk Youth	N/A	\$57,438	\$957/60	\$50,000	10
9	2	84	Saint John's Program for Real Change	Unhoused Single Parent Families with Children	Arden Arcade, N. Highlands, Foothill Farms, Florin, Lemon Hill, Parkway	\$85,000	\$100,000	\$800/125	\$50,000	7
18	2	81	Arabic Language For Everyone (ALEFE)	Refugee Families with Children	Arden-Arcade, Del Paso Hts.	N/A	\$100,000	\$1,250/80	\$0	10
20	3	77	Ukrainian American House	Unhoused or Families, or Families Facing Imminent Homelessness	Arden Arcade, Old N.Sac, Del Paso Hts, N. Highlands. Foothill Farms, Rosemont, Citrus Hts, Rancho Cordova, Other	N/A	\$120,197	\$1001/120	\$0	10
<b>TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:</b>									<b>\$540,500</b>	

**FAMILY SELF-SUFFICIENCY-SPECIAL PROJECTS SERVICES**

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
4	2	90	LGBT Center	Unhoused Young Adults	Sacramento County	N/A	\$100,000	\$2,500/40	\$85,500	6
10	2	87	Saint John's Program for Real Change	Youth Experiencing Homelessness	Sacramento County	\$98,928	\$92,901	\$1,044/89	\$85,000	7
1	4	67	Land of opportunities	Families, Refugees, Immigrants	Sacramento County	N/A	\$99,999	\$6,667/15	\$0	5
<b>TOTAL FSS – SPECIAL PROJECTS RECOMMENDED:</b>									<b>\$170,500</b>	

**SAFETY-NET SERVICES**

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
24	2	87	World Relief	N. Sacramento, N. Highlands, Foothill Farms, Arden Arcade, Rancho Cordova	Refugees and New Arrivals, Women, Single Mothers and Low-Income Households	N/A	\$57,810	\$490/118	\$56,500	12
7	2	87	Next Move Francis House	Families, People Experiencing Homelessness or Imminent Homelessness	North and South Sacramento County	\$36,146	\$66,370	\$562/118	\$56,500	6
3	2	86	South County Services	Low-Income, Homeless, Disability and Seniors	Galt, River Delta Region, and Sacramento County	N/A	\$78,400	\$78/1,000	\$46,000	5
12	2	85	Roberts Family Development Center	Families with Children, Pregnant/ Parenting Youth, Grandparents Raising Grandchildren	Old North Sac, Del Paso Hts, Foothill Farms	N/A	\$75,000	\$134/560	\$45,500	8
13	2	84	Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin, Lemon Hill, Oak Park and South Sacramento Areas	\$100,000	\$118,547	\$527/190	\$45,000	8
15	2	84	First Step Communities	Unhoused or Unstably Housed Households	City of Sacramento	\$60,000	\$59,000	\$437/135	\$32,500	9
22	2	82	Opening Doors	Refugee, Immigrant, and Asylee Households	Sacramento County, Arden Arcade, Lemon Hill, and North Highlands	\$75,000	\$75,000	\$1,339/56	\$30,000	11

21	2	82	Volunteers of America	Homeless, Very Low-income Veterans, Reservists, Veteran Families	Sacramento County	N/A	\$27,940	\$231/121	\$20,000	11
19	3	77	Folsom Cordova Community Partnership	Single Parent Families with Children 0-5, Homeless Families or at Risk of Homelessness	Rancho Cordova area zip codes & selected areas of Folsom	\$85,000	\$100,000	\$806/124	\$0	10
2	3	71	Land Of Opportunities	Families, Refugees, Immigrants	Sacramento County	N/A	\$75,500	\$5,033/15	\$0	5
8	4	67	The Salvation Army	Families and Individuals Experiencing Food or Housing Insecurities	Sacramento County	\$75,000	\$85,000	\$1000/85	\$0	7
<b>TOTAL SAFETY-NET RECOMMENDED:</b>									<b>\$332,000</b>	
<b>TOTAL RECOMMENDED FOR ALL PROGRAM TYPES, 2026/2027:</b>									<b>\$1,043,000</b>	

<u>Proposal Number</u>	<u>Proposer Organization</u>
1	<p style="text-align: center;"><b>Land Of Opportunities</b> (Family Self-Sufficiency-Special Project)</p> <p>Proposer requests <b>\$99,999</b> to serve <b>15 households facing homelessness and behavioral health issues, single mothers, refugees and new Americans.</b> Through case management and a full array of CSBG support services, Land of Opportunities proposes to help families with housing stability, equip clients with job skills and placement support, and assist with basic needs (food, utilities, child care, and transportation). Client support services comprise 15% of Land of Opportunities' total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</b></p>
2	<p style="text-align: center;"><b>Land Of Opportunities</b> (Safety-Net)</p> <p>Proposer requests <b>\$75,500</b> to provide <b>15 families with young children, single mother and refugee households in Sacramento County</b> with eviction avoidance, first month's rent, employment services, clothing, child care, translation services, workshops, utilities, transportation, and food. Client support services comprise 70% of Land of Opportunities' total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</b></p>
3	<p style="text-align: center;"><b>South County Services</b> (Safety-Net)</p> <p>Proposer requests <b>\$78,400</b> to provide <b>1,000 low-income, unhoused, disabled and senior households in Galt, the River Delta Region, and Sacramento County</b> with food, transportation assistance, eviction avoidance, and utility assistance and reconnection. Client support services comprise 74% of South County Services' total funding request.</p> <p><b>Staff recommends \$46,000 in funding for this proposal. South County Services provides valuable resources to this underserved, rural part of Sacramento County.</b></p>

4	<p style="text-align: center;"><b>LGBT CENTER</b> (Family Self-Sufficiency- Special Project)</p> <p>Proposer requests <b>\$100,000</b> to case-manage <b>40 low-income youth (16-24 years old) who are homeless or housing-insecure, with a focus on youth who identify as BIPOC (Black, Indigenous, and other people of color)</b>. Funded activities and resources are intended to prepare youth for employment and secure stable housing, encourage positive network building, reduce social isolation, and increase emotional regulation for managing conflict and maintaining healthy relationships. Client support services comprise 15% of LGBT Center’s total funding request.</p> <p><b>Staff recommends \$85,500 in funding for this proposal. Through intensive case management, LBGT Center offers homeless and at-risk BIPOC youth a chance for stable housing, employment with a livable wage, and the life skills to pursue a healthy future.</b></p>
6	<p style="text-align: center;"><b>Folsom Cordova Community Partnership (FCCP)</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$100,000</b> to provide <b>28 single-parent families, unsheltered individuals/families, and those at risk of homelessness</b> with case management services and a full array of CSBG support service resources. This program will offer career counseling, financial literacy, housing support, and supportive services, with the ultimate goal of employment, housing and the tools to maintain stabilized and thriving households. Client support services comprise 15% of FCCP’s total funding request.</p> <p><b>Staff recommends \$84,500 in funding for this proposal. FCCP proposes to serve highly vulnerable populations with comprehensive support and case management with the ultimate goal of employment and self-sufficiency.</b></p>
7	<p style="text-align: center;"><b>Next Move Homeless Services</b> (Safety-Net)</p> <p>Proposer requests <b>\$66,370</b> to provide <b>118 low-income unhoused or housing-insecure families</b> with one-time rental assistance for clients to obtain or maintain housing, or to maintain connection with utilities. Client support services comprise 72% of Next Move Homeless Services’ total funding request.</p> <p><b>Staff recommends \$56,500 in funding for this proposal. Next Move Homeless Services is a key resource for unhoused and housing-insecure families to maintain their residences.</b></p>

8	<p style="text-align: center;"><b>The Salvation Army (Safety-Net)</b></p> <p>Proposer requests <b>\$85,000</b> to provide <b>85 low-income families</b> with eviction avoidance assistance in Sacramento County. Client support services comprise 71% of The Salvation Army’s total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding available in this category.</b></p>
9	<p style="text-align: center;"><b>Saint John’s Program for Real Change (Family Self-Sufficiency)</b></p> <p>Proposer requests <b>\$100,000</b> to provide <b>125 homeless women, including single mother heads of households and their children</b>, with a residential program addressing their holistic needs, including employment, health, well-being, and social/community support. The participants will be supported with immediate stabilization care through mental, physical and vocational assessment and self-development; Participants have the opportunity to receive training and employment through the proposer’s in-house training program in food/beverage services. Client support services comprise 15% of Saint John’s Program for Real Change’s total funding request.</p> <p><b>Staff recommends \$50,000 in funding for this proposal. Saint John’s Program for Real Change has provided services to unhoused women and children since 1985 by providing emergency shelter, residential program services and whole-person care. The proposed services will continue to help an increasing and vulnerable population within the County.</b></p>
10	<p style="text-align: center;"><b>Saint John’s Program for Real Change (Family Self-Sufficiency- Special Projects)</b></p> <p>Proposer requests <b>\$92,901</b> to provide <b>89 youth experiencing homelessness</b>, who accompany their mothers, with housing, case management, food, family advocacy services and child care. These youth come to Saint John’s having experienced homelessness, adverse childhood events (ACE), and greater learning losses due to the pandemic. This project proposes to dedicate a case manager to the 89 children to support their mental and physical health, education, and social/emotional needs. Client support services comprise 7% of Saint John’s Program for Real Change’s total funding request.</p> <p><b>Staff recommends \$85,000 in funding for this proposal. Saint John’s Program for Real Change has provided homelessness services since 1985 by providing emergency shelter, residential program services, and whole person care. The proposed services focus on the youth within the family units, thereby working to reduce the generational cycle of poverty.</b></p>

<p>11</p>	<p style="text-align: center;"><b>Waking the Village</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$100,000</b> to provide housing to <b>126 homeless youth, and pregnant and parenting youth and their children</b> with housing, intensive case management, and support for stabilizing households. Services include career support, child care, counseling and various workshops to develop life skills. <b>This request includes funding for direct participant services</b> to be used for meals prepared on-site and served at Tubman House. Client support services comprise 15% of Waking the Village’s total funding request.</p> <p><b>Staff recommends \$87,500 in funding for this proposal. Waking the Village has provided transitional housing to this population since 2003. The agency’s intensive case management, advocacy and mentoring model has led to high levels of self-sufficiency and outcomes for the youth and young children who participate in the agency’s programs.</b></p>
<p>12</p>	<p style="text-align: center;"><b>Roberts Family Development Center (RFDC)</b> (Safety Net)</p> <p>Proposer requests <b>\$75,000</b> to provide <b>560 low-income families with children, pregnant/parenting youth and grandparents raising grandchildren</b> assistance with first month’s rent, eviction avoidance, utilities, food, transportation, car repairs, DMV licensure and registration. RFDC ensures families not only survive emergencies but also become self-sufficient. Client support services comprise 70% of Roberts Family Development Center’s total funding request.</p> <p><b>Staff recommends \$45,500 in funding for this proposal. Roberts Family has positioned itself as an integral part of the North Sacramento community. CSBG funding will afford the agency critical supports for community members with whom they have a continuing working relationship.</b></p>
<p>13</p>	<p style="text-align: center;"><b>Elk Grove Adult and Community Education</b> (Safety-Net)</p> <p>Proposer requests <b>\$118,547</b> to provide <b>190 low income single-parents, refugees, people with disabilities, and homeless households</b> in the Florin, Oak Park, South Sacramento, and Lemon Hill zip codes with emergency supports including food and transportation vouchers, utility assistance/reconnection, eviction avoidance, and hygiene kits. Client support services comprise 70% of Elk Grove Adult and Community Education’s total funding request.</p> <p><b>Staff recommends \$45,000 in funding for this proposal. This program proposes to provide emergency support services to several target areas and populations identified in the PY 2024 RFP.</b></p>

<p>14</p>	<p style="text-align: center;"><b>Elk Grove Adult and Community Education</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$127,362</b> to provide <b>40 single-parent, refugee, immigrant, disabled, and homeless households, and youth aged 0-24</b>, with case management services and a full array of CSBG support service resources. The program proposes to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Client support services comprise 35% of Elk Grove Adult and Community Education’s total funding request.</p> <p><b>Staff recommends \$84,000 in funding for this proposal. This program is co-located at a SWAJCC, and includes support and employment services to several target populations identified in the PY 2026 RFP.</b></p>
<p>15</p>	<p style="text-align: center;"><b>First Step Communities</b> (Safety-Net)</p> <p>Proposer requests <b>\$59,000</b> to provide <b>135 unhoused or housing-insecure individuals who are staying in on-site shelters or high-poverty areas in the City of Sacramento</b>. Proposed services include bus passes, employment supports, clothing, first month’s rental assistance, and move-in expenses for those moving from shelters to traditional housing. Client support services comprise 100% of First Step Housing, First Step Communities total funding request.</p> <p><b>Staff recommends \$32,500 in funding for this proposal. This program operates both an on-site shelter and a safe ground shelter. It supports participants long-term by providing continued services after a resident is housed.</b></p>
<p>6</p>	<p style="text-align: center;"><b>La Familia Counseling Center, Inc.</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$221,250</b> to provide Project Reach services to <b>75 youth</b> (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and support services are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system. Client support services comprise 15% of La Familia Counseling Center, Inc. total funding request.</p> <p><b>Staff recommends \$100,000 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang-related activity.</b></p>

17	<p style="text-align: center;"><b>Pride Industries</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$57,438</b> to provide <b>60 youth</b> (foster, unhoused, disabilities) with case management services and a full array of CSBG support service resources to help the at-risk youth more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Client support services comprise 16% of Pride Industries’ total funding request.</p> <p><b>Staff recommends \$50,000 in funding for this proposal. Pride Industries specializes in working with people with disabilities. This program would expand youth workforce development services to high school and opportunity youth in the South Sacramento area.</b></p>
18	<p style="text-align: center;"><b>Arabic Language Education for Everyone (ALEFE)</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$100,000</b> to provide <b>80 low-income refugee families with children</b> (2-14 years old) in high-poverty areas of Arden-Arcade and Del-Paso Heights. Funded activities and resources are intended to enhance school readiness, improve social and communication skills, improve emotional well-being and mental/behavioral health. Client support services comprise 23% of ALEFE’s total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding in this service category.</b></p>
19	<p style="text-align: center;"><b>Folsom Cordova Community Partnership (FCCP)</b> (Safety-Net)</p> <p>Proposer requests <b>\$100,000</b> to provide <b>124 low-income households</b> with food, utility and eviction avoidance assistance. Special emphasis will be given to unhoused families, and single parent families with children 0-5. Client support services comprise 73% of FCCP’s total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding in this service category.</b></p>
20	<p style="text-align: center;"><b>Ukrainian American House (UA House)</b> (Family Self-Sufficiency)</p> <p>Proposer requests <b>\$120,197</b> to serve <b>120 low-income families and individuals who are homeless or housing-insecure.</b> Through case management and a full array of</p>

	<p>CSBG support services, UA House proposes to help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Client support services comprise 4% of UA House’s total funding request.</p> <p><b>Staff does not recommend funding for this proposal due to insufficient funding in this service category.</b></p>
21	<p style="text-align: center;"><b>Volunteers of America (Safety-Net)</b></p> <p>Proposer requests <b>\$27,940</b> to provide <b>121 homeless and imminently homeless veteran, National Guard, reservist households</b> enrolled in the Volunteers of America’s Support Services for Veteran Families (SSVF) program with food, utility assistance and reconnection, off-site emergency shelter, eviction avoidance, first month’s rent assistance, transportation assistance, employment supports, clothing, diapers, and hygiene supplies. Non-military families may also be served in this program. Client support services comprise 100% of Volunteers of America’s total funding request.</p> <p><b>Staff recommends \$20,000 in funding for this proposal. Volunteers of America has long established a working relationship with veterans, including case management for that population. CSBG funding will augment VOA’s existing services, particularly for unhoused and housing-insecure veterans.</b></p>
22	<p style="text-align: center;"><b>Opening Doors (Safety-Net)</b></p> <p>Proposer requests <b>\$75,000</b> to provide <b>56 refugee, immigrant, and asylee households</b> with first month’s rent and emergency clothing assistance. Benefits navigation and financial literacy workshops offered by Opening Doors will be offered to help families achieve longer-term self-sufficiency. Client support services comprise 91% of Opening Doors’ total funding request.</p> <p><b>Staff recommends \$30,000 in funding for this proposal. Opening Doors provides comprehensive services to its target population; the proposed services would help this vulnerable population establish roots and thrive in Sacramento County.</b></p>
23	<p style="text-align: center;"><b>World Relief Sacramento (Family Self-Sufficiency)</b></p> <p>Proposer requests <b>\$110,175</b> to provide <b>60 low-income refugees, immigrant, and single mother households who are in need of support in adjusting to American society, living in north Sacramento County and Rancho Cordova</b>, with case</p>

	<p>management services and a full array of CSBG support services. This program will help families more fully engage in employment and training resources available through the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system. Client support services comprise 15% of World Relief Sacramento’s total funding request.</p> <p><b>Staff recommends \$84,500 in funding for this proposal. The proposal focuses on employment services for low-income, vulnerable families and single mothers, who are all target groups in the PY 2026 RFP.</b></p>
<p>24</p>	<p style="text-align: center;"><b>World Relief Sacramento</b> (Safety Net)</p> <p>Proposer requests <b>\$57,810</b> to provide <b>118 low-income immigrant and refugee households</b> living in high-poverty areas of Sacramento with short-term crisis stabilization. Proposed support services include food and transportation assistance, utility assistance and reconnection, off-site shelter (motel stays), eviction avoidance, first month’s rent, and hygiene kits. Once the immediate crisis has been averted, staff propose to connect households to longer-term resources which promote self-sufficiency and stability. Client support services comprise 71% of World Relief Sacramento’s total funding request.</p> <p><b>Staff recommends \$56,500 in funding for this proposal. The proposal focuses on employment services for low-income, vulnerable families and single mothers, who are all target groups in the PY 2026 RFP.</b></p>

**ACTION ITEM II-C-1**

**Approval of the Carryover Request for the Program Year 2025-2026 Head Start Basic (09CH012795)**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the carryover request to move unfinished projects from Program Year 2024-2025 to Program Year 2025-2026.

**BACKGROUND:**

At the April 25, 2024, Governing Board meeting, members of the Board approved a Program Year 2024-2025 Non-Competing (New) Application Request. Within the budget included an Early Head Start Play Structure request for the amount of \$150,000. During the 2024-2025 Program Year, SETA was unable to complete the project due to its focus on completing the Northview Major Renovation (Outdoor Area) 1303 project. SETA plans on starting the Sharon Neese play structure purchase and installation during the second half of Program Year 2025-2026, with a completion estimate of no later than July 2026.

This item has been approved by the Head Start Policy Council on November 25, 2025.

SETA staff are available for any questions.



**Carryover Request 2025-26  
Head Start and Early Head Start/CCP  
09CH012795**

**Background**

The Sacramento Employment and Training Agency (SETA) is requesting a Head Start/Early Head Start Carryover Request for Program Year (PY) 2025-2026. Specifically,

- The Carryover Request will extend use of the funds for an EHS play structure project that was unable to be start during the program year (\$250,000).

The total amount of the Carryover request is \$150,000 from program year 2024-2025 to 2025-2026.

**CARRYOVER REQUEST (YEAR 1 – PY 24/25 FUNDING)  
HS/EHS BASIC GRANT FUNDS \$150,000**

**EHS Basic – \$150,000**

**Equipment - \$150,000**

The carryover funds will be used to purchase and install an Early Head Start Play Structure at the Sharon Neese Early Learning Center. SETA submitted this request during its Non-Complete (New) application on April 29, 2024. During the 2024-2025 program year, SETA was unable to complete the project due to its focus on completing the Northview Major Renovation (Outdoor Area) 1303 project. SETA plans on starting the Sharon Neese play structure purchase and installation during the second half of Program Year 2025-2026, with a completion estimate of no later than July 2026.

**NON-FEDERAL SHARE (NFS) \$37,500**

<b>Head Start/Early Head Start Basic</b>
\$37,500

**SETA Operated Program** – SETA has identified the following sources of non-federal share to meet the required match including:

Head Start/Early Head Start – 37,500

*Parent/Other Volunteers* - Classroom volunteers include parent classroom volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 890.736 hours of additional volunteer time. Volunteer hours are valued at the current associate teacher wage rate with fringe benefits (\$42.10/hour).

**INFORMATION ITEM III-A**

**SETA Children and Family Services Department Year-in-Review Presentation**

Presenter: Karen Griffith

**BACKGROUND:**

This agenda item provides the opportunity for the Children and Family Services Department Managers to share success stories and information about services provided to children and families during the 2024-2025 program year.

**Presenters:**

Megan Lamb – Manager, Program Operations (*including School Readiness, Special Education, and Mental Health Services*)

Veronica Jones – Manager, Health and Nutrition Services (*including Health, Nutrition, Quality Assurance, and Data Systems*)

Betsy Uda – Manager, Program Compliance (*including Safe Environments, Facilities, Licensing, and Food Services*)

**INFORMATION ITEM III-B**  
**Annual Outcome Report**

Presenter: Mario Maslac/Julie Davis-Jaffe

**BACKGROUND:**

Overview of SETA fiscal monitoring annual outcomes and 2025 CSBG program monitoring outcomes.

**INFORMATION ITEM III-C**  
**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:** October 20, 2025

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

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

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>WIOA</b>	Adult	\$ 453,075	7/1/24-9/30/25	1/1/25-6/30/25
<b>WIOA</b>	Out-of-School Youth	\$ 281,250	7/1/24-6/30/25	1/1/25-6/30/25
<b>WIOA</b>	P2E	\$ 47,250	4/1/24-12/31/26	1/1/25-6/30/25
<b>WIOA</b>	HRTF-Workforce Nav	\$ 125,000	4/1/24-3/31/26	1/1/25-6/30/25
<b>WIOA</b>	HRTF-RWP	\$ 112,500	4/1/24-3/31/26	1/1/25-9/30/25
<b>WIOA</b>	RERP	\$ 100,000	4/13/23-9/30/25	1/1/25-6/30/25

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

**Date of Review:** June 23-24, 2025

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

**Program Operator:** Asian Resources, Inc.

**Findings and General Observations:**

We have reviewed the Workforce Innovation and Opportunity (WIOA) programs of Adult, Out of School Youth (OSY), WEX Navigator and Regional Equity & Recovery Program (RERP) from January 1, 2025, to June 30, 2025. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None.

CC: Anita Maldonado  
Governing Board

**MEMORANDUM**

**TO:** Mr. Kenneth McCulloch

**DATE:** November 6, 2025

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

**RE:** Desk Monitoring of City of Sacramento Dept. of Parks and Recreation

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>WIOA</b>	ISY	\$222,263	7/1/24 – 6/30/25	7/1/24 – 6/30/25

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

**Date of Review:** 9/9/25

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

**Program Operator:** City of Sacramento Dept. of Parks and Recreation

**Findings and General Observations:**

The total costs as reported to SETA WIOA program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

**CC:** Anita Maldonado  
Governing Board

**MEMORANDUM**

**TO:** Ms. Kate Hutchinson

**DATE:** October 15, 2025

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

**RE:** Onsite Fiscal Monitoring of Lutheran Social Services of Northern California

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>WIOA</b>	OSY	\$ 132,000	7/1/24-6/30/25	1/1/25-6/30/25

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

**Date of Review:** October 2025

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

**Program Operator:** Lutheran Social Services of Northern California

**Findings and General Observations:**

We have reviewed the Workforce Innovation and Opportunity Act (WIOA), Out-of-School Youth (OSY) program from January 1, 2025 to June 30, 2025. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

CC: Anita Maldonado  
Governing Board

**MEMORANDUM**

**TO:** Ms. Lisa Miller

**DATE:** November 6, 2025

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

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

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>WIOA</b>	Adult	\$ 252,144	7/1/24 – 6/30/25	3/1/25 – 6/30/25

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

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

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

**Program Operator:** Pivot Sacramento

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

N/A

CC: Anita Maldonado  
Governing Board

**MEMORANDUM**

**TO:** Mr. Scott B. Richards

**DATE:** November 6, 2025

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

**RE:** Desk Monitoring of St. John’s Program for Real Change

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>CSBG</b>	FSS	\$85,000	2/20/24 – 12/31/24	2/20/24 – 12/31/24
<b>CSBG</b>	FSS - SP	\$98,928	2/20/24 – 12/31/24	2/20/24 – 12/31/24

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

**Date of Review:** 10/7/24

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

**Program Operator:** St. John's Program for Real Change

**Findings and General Observations:**

The total costs as reported to SETA CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

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

CC: Anita Maldonado  
Governing Board

**INFORMATION ITEM III-D**  
**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 October 24, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
California Employers Association	9	Facilitator	1
California Association of Health Facilities	9	Multimedia Designer and Coordinator	1
CareBuilders at Home Folsom	6	Caregiver	20
Citrus Heights Water District	9	Public Affairs Analyst	1
City of Elk Grove	9	Landscape Maintenance Supervisor	1
	9	Accounting Technician I/II	1
City of Sacramento	9	Assistant Director Public Works	1
	9	Accountant Auditor	1
	9	Accounting Technician	1
	9	Administrative Analyst	1
	9	Administrative Analyst Climate Action & Sustainability	1
	9	Administrative Analyst Technology Administration	1
	9	Administrative Officer	3
	9	Aquatics Recreation Coordinator	1
	9	Associate Architect	1
	3	Associate Architect Architecture & Engineering	1
	9	Associate Planner	1
	9	Auditor	1
	9	Building Inspector I Customer Service	1
	3	Building Inspector II	1
	9	Community Service Officer I	2
	3	Construction Inspector II CIP Utilities	1
	9	Crew Leader	1
	9	Custodian II	1
	9	Customer Service Representative	1
	9	Deputy Fire Chief	1
9	Development Project Manager	1	
9	Director of Utilities	1	
7	Dispatcher I	1	
9	Dispatcher I Recruit	1	

# SETA- Employer Activity Report

The following is an update of information as of October 24, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy; 3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
City of Sacramento	9	Dispatcher II	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Events Associate	1
	9	Facilities and Real Property Superintendent	1
	9	Fire Assistant Chief	1
	9	Fire Recruit Paramedic	1
	9	Fleet Services Coordinator	1
	9	Junior Plant Operator Water Production	1
	9	Machinist Helper	1
	9	Machinist Helper Wastewater Maintenance	1
	9	Maintenance Worker	1
	9	Meter Reader	1
	9	Paralegal	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 Recruit	3
	9	Principal Budget Analyst	1
	3	Principal Building Inspector Housing and Dangerous Buildings	1
	9	Program Coordinator 4thR	1
	4	Program Developer 4th R	1
	9	Program Manager	1
	9	Program Specialist	1
	9	Senior Auditor	1
	9	Senior Development Project Manager	1
	3	Senior Engineer	1
	3	Senior Engineer CIP Drainage	1
	9	Senior Parking Enforcement Officer	1

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City of Sacramento	9	Senior Staff Assistant	1
	9	Stagehand II	1
	9	Store Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer - Trainee	1
	3	Supervising Construction Inspector	1
	3	Supervising Engineer Intelligent Transportation and Signal Operations	1
	3	Supervising Engineer Safety Response	2
	9	Traffic Investigator I	1
	9	Tree Maintenance Worker	1
	9	Utilities Operations and Maintenance Service worker	1
	6	Veterinarian	1
	9	Water Quality Chemist	1
	9	Worker's Compensation Claims Representative	1
County of Sacramento	9	Accounting Technician	1
	9	Administrative Services Officer I	1
	9	Administrative Services Officer II	1
	9	Agricultural and Standards Inspector Level I/II	1
	9	Airport Manager	1
	9	Airport Operations Officer	1
	9	Assistant Clerk to the Board of Supervisors	1
	9	Assistant Director, Child Support Services	1
	9	Assistant Planner	1
	9	Associate Auditor Appraiser	1
	9	Associate Landscape Architect	1
	9	Building Maintenance Worker	1
	9	Building Project Coordinator II	1
	9	Chief, Code Enforcement Division	1
	4	Child Development Specialist I	1
9	Collection Equipment Operator I	1	

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County of Sacramento	9	Collection Equipment Operator II	1
	3	Construction Inspector	1
	3	Construction Management Supervisor	1
	3	County Surveyor Principal Land Surveyor	1
	9	Custodian Level I/II	1
	9	Deputy Coroner Level I/II	1
	9	Deputy Director of General Services	1
	9	Deputy Probation Officer	1
	9	Development Manager	1
	9	Engineering Technician Level I/II	1
	7	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	Highway Maintenance Worker	1
	9	Human Services Division Manager Range	1
	9	Human Services Program Planner	1
	9	Industrial Hygienist	2
	7	Information Technology Manager	1
	6	Lactation Consultant	1
	9	Liability and Property Insurance Analyst Level I/II	1
	9	Maintenance Helper Revised	1
	6	Medical Assistant Level I/II including Special Skills Classes	1
	9	Office Assistant Level I/II	1
	9	Office Specialist Level I/II	1
	9	Park Maintenance Worker II	1
	9	Personnel Analyst	1
	6	Pharmacist	1
6	Pharmacy Technician	1	

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County of Sacramento	9	Planning Technician	1
	3	Principal Engineering Technician	1
	9	Process Server	1
	9	Real Estate Specialist	1
	9	Retirement Benefits Specialist Level I/II	1
	9	Retirement Services Supervisor	1
	9	Senior Airport Manager	1
	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 Personnel Analyst	1
	9	Senior Planner	1
	9	Senior Retirement Investment Officer	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Water Distribution Operator	1
	9	Sheriff's 911 Call Dispatcher	1
	9	Sheriff's Correctional Facility Recreation Supervisor	1
	9	Sheriff's Records Officer II	1
	9	Stock Clerk	1
	9	Stormwater Utility Supervisor	1
	3	Street Construction Equipment Operator	1
	7	Supervising Communications/Operations Dispatcher	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	

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County of Sacramento	9	Waste Management Program Senior Associate	1
	9	Youth Aide	1
Los Rios Community College District	4	Account Clerk II	2
	4	Accountant	1
	4	Administration of Justice Adjunct Assistant Professor	1
	4	Administrative Assistant I	1
	4	Administrative Assistant II	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	1
	4	Admissions/Records Technician II	1
	4	Art Adjunct Assistant Professor	1
	4	Associate Vice President of Administrative Services	1
	4	Athletic Trainer	1
	4	Athletics Coordinator / Kinesiology Assistant Professor	1
	4	Aviation Adjunct Assistant Professor Pool	1
	4	Aviation Adjunct Assistant Professor Pool Flight Technology	1
	4	Biology Assistant Professor	1
	4	Black Student Success Counselor/ Umoja Coordinator	1
	4	Building Inspection Technology Adjunct Assistant Professor	2
	4	Building Inspection Technology Assistant Professor	1
	4	CalWORKs Counselor	1
	4	Chancellor	1
	4	Chemistry Assistant Professor	1
	4	Chief Counsel	1
	4	Child Development Center Lead Teacher	1
4	Clerk II	1	

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Los Rios Community College District	4	Clerk III	1
	4	Computer Science Assistant Professor	1
	4	Commercial Music Adjunct Assistant Professor	1
	4	Confidential Human Resources Specialist III	1
	4	Construction Maintenance Specialist	1
	4	Construction Site Cleaner	1
	4	Cosmetology Adjunct Assistant Professor	1
	4	Counseling Clerk II	1
	4	Counselor	1
	4	Custodian	1
	4	Dance Adjunct Assistant Professor	1
	4	Dean of Library and Learning Resource Center	1
	4	Dean of Retention and Persistence	1
	4	Dean of Student Engagement and Completion	1
	4	Director I of Student Services	1
	4	Director II of Facilities Maintenance	1
	4	Disability Services and Programs for Students Counselor/Learning Disabilities Specialist	1
	4	Early Childhood Education Assistant Professor	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	6	Educational Center Assistant	1
	4	Educational Center Assistant Temporary+D270	1
	4	Educational Center Clerk	1
	4	Electrician Trainee Adjunct Assistant Professor	1
	4	Electronic Technology Adjunct Assistant Professor	1
	4	Employee Benefits Technician	1
	4	Engineering Adjunct Assistant Professor	2
	4	Environmental Technologies Adjunct Assistant Professor	1

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Los Rios Community College District	4	Extended Opportunity Programs and Services Counselor	1
	4	Facilities Administrative Support Technician I	1
	4	Facilities Projects Supervisor	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
	6	Health Services Assistant	1
	7	Information Technology Business/Technical Analyst I	1
	4	Information Technology Specialist II - Microcomputer Support	1
	4	Information Technology Systems/Database Administrator Analyst I	1
	4	Information Technology Systems/Database Administrator Analyst II	1
	4	Instructional Assistant - Chemistry	1
	4	Instructional Assistant - Deaf Culture and American Sign Language Studies	1
	6	Instructional Assistant - Disabled Student Programs and Services	1
	4	Instructional Assistant - English as a Second Language	1
	4	Instructional Assistant - Mathematics	1
	4	Instructional Assistant - Photography	1
	4	Instructional Services Assistant II	1
	4	Kinesiology Adjunct Assistant Professor	1
	4	Laboratory Technician - Physics	1
	4	Laboratory Technician - Science Biology	1
	4	Lead Custodian	1
	4	Library Technician	1
4	Maintenance HVAC Mechanic	2	
4	Maintenance Operations Clerk	1	

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Los Rios Community College District	4	Makerspace Adjunct Assistant Professor	1
	4	Mathematics Adjunct Assistant Professor	1
	4	Medical Laboratory Technician Adjunct Assistant Professor	1
	4	Men's Basketball Adjunct Assistant Professor Head Coach	1
	4	Music Adjunct Assistant Professor	1
	4	Operations Technician	1
	4	Outreach Specialist	1
	4	Payroll Technician	1
	4	Philosophy Assistant Professor	1
	4	Photography Adjunct Assistant Professor	1
	4	Photography Assistant Professor	1
	4	Physics Adjunct Assistant Professor	1
	4	Physics/Astronomy Assistant Professor	1
	4	Political Science Assistant Professor	1
	4	Printing Services Operator II	1
	4	Radio, TV and Film Adjunct Assistant Professor	1
	4	Radiological Technology Advanced Imaging Adjunct Assistant Professor	1
	4	Radiological Technology Assistant Professor	1
	4	Radiological Technology Program Coordinator /Assistant Professor	1
	4	Railroad Assistant Professor	1
	4	Regional Director VII of Philanthropy	1
	4	Respiratory Care Adjunct 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 Project Education Liaison	1	
4	Special Projects - Education Coach I	1	
4	Special Projects - Education Coach II	1	

# SETA- Employer Activity Report

The following is an update of information as of October 24, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
<b>Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations</b>			
Los Rios Community College District	4	Speech Language Pathology Adjunct Assistant Professor	1
	4	Student Support Assistant	5
	4	Student Support Counselor	1
	4	Student Support Specialist	2
	4	Surgical Technologist Assistant Professor	1
	4	Surveying Geomatics Adjunct 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
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
<b>TOTAL</b>			<b>333</b>

**INFORMATION ITEM III-E**  
**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 October 24, 2025

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

## Dislocated Worker Information PY 2025/2026

The following is an update of information as of October 24, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Rite Aid</b> 4221 Norwood Ave. Sacramento, CA 95838	Retail	7/27/2025	Permanent	10	Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 980 Florin Rd. Sacramento, CA 95838	Retail	7/27/2025	Permanent	14	Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 6639 Watt Ave. North Highlands, CA 95660	Retail	7/27/2025	Permanent	23	Gold River, CA	Yes	Yes
<b>Grocery Outlet</b> 2801 Zinfandel Dr. Rancho Cordova, CA 95670	Retail	8/23/2025	Permanent	20	Rancho Cordova, CA	No	Yes
<b>Rite Aid</b> 9133 Kiefer Blvd Sacramento, CA 95826	Retail	8/24/2025	Permanent	15	Sacramento, CA	Yes	Yes
<b>Rite Aid</b> 2111 Golden Center Ln. Gold River, CA 95670	Retail	8/24/2025	Permanent	9	Gold River, CA	Yes	Yes
<b>Crane Food Services LLC dba Chick-fil-A Folsom</b> 2679 E. Bidwell St. Folsom, CA 95630	Retail	9/5/2025	Temporary	85	Folsom, CA	Yes	Yes
<b>Intel</b> 1900 Prairie City Rd. Folsom, CA 95838	Information	9/11/2025	Permanent	83	Folsom, CA	Yes	No
<b>@Home Retail</b> 8320 Delta Shore Circle S Sacramento, CA 95832	Retail	9/30/2025	Permanent	20	Sacramento, CA	Yes	Yes

## Dislocated Worker Information PY 2025/2026

The following is an update of information as of October 24, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
<b>Host International Inc.</b> 6900 Airport Blvd. Sacramento, CA 95837	Transportation	10/1/2025	Temporary	70	Sacramento, CA	Yes	Yes
<b>Blue Diamond Growers</b> 1802 C Street Sacramento , CA 95811	Manufacturing	10/1/2025 3-1-26 9-1-26	Permanent	632	Sacramento, CA	Yes	Yes
<b>Berco Redwood Inc.</b> 4560 Auburn Blvd. Sacramento, CA 95841	Retail	10/31/2025	Permanent	13	Sacramento, CA	Yes	No
<b>Downtown Streets, Inc.</b> 2111 J Street Sacramento, CA 95816	Social Services	10/31/2025	Permanent	3	Sacramento, CA	Yes	No
<b>Foundation for California Community Colleges</b> 1102 Q Street, Suite 4800 Sacramento, CA 95811	Education	11/14/2025	Permanent	287	Sacramento, CA	Yes	No
<b>Blue Shield of California</b> 3300 Zinfandel Dr. Boiling A Rancho Cordova, CA	Healthcare	12/2/2025	Permanent	13	Sacramento, CA	Yes	Yes
<b>Kaiser Foundation Hospitals</b> 3240 Arden Way, Suite 116 Sacramento, CA 95825	Healthcare	12/13/2025	Permanent	3	Sacramento, CA	Yes	Yes
<b>Omnicare</b> 3630 Business Dr. Suite D Sacramento, CA 95820	Healthcare	12/14/2025	Permanent	64	Sacramento, CA	Yes	Yes
<b>Centene Management Company, LLC</b> 12033 Foundation Place Rancho Cordova, CA 95670	Healthcare	12/19/2025	Permanent	5	Sacramento, CA	Yes	Yes
				<b>2,669</b>			

**INFORMATION ITEM III-F**  
**Head Start Reports**

Presenter: Karen Griffith

**BACKGROUND:**

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

Staff will be available to answer questions.



# Seta Head Start

## Food Service Operations Monthly Report

### \*October, 2025

- 10/6/25 - Fruitridge was closed due to the break in.
- 10/13/25 - Homebase had a field trip to Fog Willow Farms and we prepared 100 sack lunches.
- 10/16/25 - Sharon Neese had a field trip on site with Music Paul children ate the meal on the menu for that day.
- 10/21/25 - Fruitridge had a field trip to Vierra Farms, and we prepared 37 sack lunches.
- 10/22/25 - Franklin had a field trip to Dave's Pumpkin Patch and we prepared 20 sack lunches.  
Hopkins Park had a field trip to Vierra Farms and we prepared 46 sack lunches.  
Grizzly Hollow EHS class was closed due to staffing.
- 10/24/25 - Marina Vista was closed due to no water.
- 10/29/25 - Marina Vista had a field trip to Dave's Pumpkin Patch and we prepared 40 sack lunches.  
Homebase had a field trip to the Pumpkin Patch and we prepared 60 sack lunches.
- 10/31/25 - Capital City had a field trip to Vierra Farms and we prepared 20 sack lunches.  
Freedom Park had a field trip to Dave's Pumpkin Patch and we prepared 76 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	38,771	37,060	37,665	8
<b>Total Amount of Meals and Snacks Prepared</b>				<b>113,895</b>

**Purchases:**

Food	\$148,082.25
Non - Food	\$11,703.48

Building Maintenance and Repair:	\$4,327.87
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair:	\$1,010.85
Vehicle Gas / Fuel:	\$2,487.20
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**October 2025**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1364	133	<b>10%</b>	739	147	<b>20%</b>
<b>Twin Rivers USD</b>	156	32	<b>21%</b>	56	6	<b>11%</b>
<b>Elk Grove USD</b>	440	46	<b>10%</b>	NA	NA	<b>NA</b>
<b>Sac City USD</b>	676	79	<b>12%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	712	65	<b>9%</b>	96	6	<b>6%</b>
<b>WCIC</b>	100	1	<b>1%</b>	NA	NA	<b>NA</b>
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>356</b>	<b>10%</b>	<b>907</b>	<b>161</b>	<b>18%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (10/31/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	423	394	0	93%	+6%
Sacramento City USD	592	554	0	94%	-7%
San Juan USD	640	620	0	97%	0%
SETA	1260	1246	0	99%	+2%
Twin Rivers USD	148	149	0	101%	+4%
WCIC/Playmate	85	85	0	100%	0%
<b>Total</b>	<b>3148</b>	<b>3048</b>	<b>0</b>	<b>97%</b>	<b>0%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (10/31/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	166	161	0	97%	-2%
SETA	746	770	0	103%	0%
Twin Rivers USD	52	53	0	102%	+6%
SCUSD	24	24	0	100%	0%
<b>Total</b>	<b>988</b>	<b>1008</b>	<b>0</b>	<b>102%</b>	<b>-1%</b>

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

## **Reasons for Program Under Enrollment**

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

- Under enrollment at this time can be attributed to multiple programs in the same area serving the same population of families in the zip codes 95828 and 95823.
- Families prefer to stay on the waiting list for our TK programs. For the district, if the family takes a preschool slot, they are removed from the TK waiting list.
- Federal income guidelines continue to be a barrier. A lot of the families that are interested in the program do not meet the income guidelines or do not meet a requirement that would make them categorically eligible.

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

- Reasons for under enrollment may include ongoing vacancies in key education, family services, and enrollment positions that delay application processing, eligibility verification, or classroom staffing requirements.
- Sites with fully exhausted waiting lists and limited eligible families available are not able to fill vacancies immediately.
- Delays in opening classrooms due to facility repairs, construction timelines, or licensing approvals.

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

- The waiting list for the home-based program is low.
- ERSEA Content Specialist continues to be vacant.

### ***SETA***

- Many families need early drop-off and late pick up options. Program hours 8am-2:30 and a Monday-Thursday Schedule do not align with the parent work schedules.
- Completing childcare options such as Tk programs and other state subsidized state programs who prefer school district settings and offer the same hours of care or extended hours.

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

- Village Early Head Start waiting list is exhausted.
- The following positions are currently vacant: Family Community Liaison (all sites), Morey Para Educators (2), Oakdale ECE Rover (1), Rio Linda Teachers (2), ECE Para Educators (2).

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

- WCIC enrollment continues to be at 100%.

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

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

- During the Policy Committee meeting, members were encouraged to share information within their communities by passing out flyers and informing friends, neighbors, and others about preschool services in the district.
- Flyers have been posted in community spaces- including apartment complexes and local businesses in under enrolled areas.

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

- Implement proactive strategies and action steps to support full enrollment, including ongoing recruitment efforts through established community partnerships, participation in community events, and targeted outreach activities designed to engage eligible families.
- Staff will receive ongoing training focused on eligibility, recruitment, and enrollment practices to strengthen family engagement and ensure consistent implementation of federal regulations.
- Track new employee onboarding and employee classification to ensure staffing levels meet program needs and support timely classroom openings.
- Maintain and follow a structured process for regularly contacting families on the waiting list, including documented attempts and follow-up timelines to maximize enrollment opportunities.

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

- School Community workers continue to target low enrollment areas on the east side, and central region of the district in zip codes 95610, 95608, and 95621.

### ***SETA***

- Partner with Hillsdale job center to increase awareness of our program by having a Family Service Worker present information at their monthly orientation for job seekers.
- Work on developing a partnership with our Sacramento Works employer services department to participate at employer recruitment events by having Head Start staff present to share information about our program.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Connecting our Communities event, North Highlands Halloween Extravaganza, Celebrando Nuestra Salud, North Sac Resource Trunk or Treat, Mutual Assistance Harvest Festival.

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

- Banners are posted at all size with a QR code to the inquiry list
- All of the vacant positions are posed on Edjoin, Team Tailor, and TRUSD website. Admin screens, interviews, and recommend staffing to HR for hiring.
- Currently we are contracted with Childcare Careers (CCC) substitute to fill vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

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

- In October, WCIC provided a family with a monthly bus pass to support their transportation needs.

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

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

## **REPORTS TO THE BOARD ITEM V**

### **A. Chair**

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

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

### **B. Executive Director**

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

### **C. Deputy Directors' Report**

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

### **D. Counsel's Report**

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

### **E. Members of the Board**

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