AGENDA

Sacramento Employment and Training Agency
GOVERNING BOARD
Regular Meeting

Thursday   March 5, 2026,   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. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment
Members of the public may participate in the meeting via Zoom by clicking the Zoom link, or listening to the meeting on one tap mobile +16694449171, 82474720048 #US (San Jose).

Meeting ID: 824 7472 0048
Passcode: 938772
Join instructions

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

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

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

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

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
MAYOR PRO TEM
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Devoun Stewart
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.
EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:
- *Robert Silva,* Workforce Development Professional III (35 years)

III. INFORMATION ITEMS:

    A. Chair

    B. Executive Director

    C. Deputy Directors

    D. Counsel

    E. Members of the Board

VI. ADJOURNMENT

DISTRIBUTION DATE: Thursday, February 26, 2026.

CONSENT ITEM I-A
Approval of Minutes of February 12, 2026, Special Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of February 12, 2026, meeting for your review.

Sacramento Employment and Training Agency
GOVERNING BOARD
Special Meeting

Thursday   **February 12, 2026,**   **9:00 a.m.**
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Mr. Guerra called the meeting to order at 9:02 a.m. The roll was called, and a quorum was established.

Members Present:
Patrick Kennedy, Vice Chair, Board of Supervisors
Eric Guerra, Chair, City of Sacramento
Devoun Stewart, Member, Public Representative

Members Absent:
Rich Desmond, Member, Board of Supervisors
Mai Vang, Member, City of Sacramento

Special Presentation – Oath of Office for Public Representative Devoun Stewart
The Oath of Office was duly administered to Dr. Devoun Stewart for the position of Public Representative on the SETA Governing Board by the Chair of the SETA Governing Board, Mayor Pro Tem Eric Guerra, at the SETA Governing Board meeting on February 12, 2026.

Recognition of Long-term Employees:
Mr. Walter Lott, Programmer Analyst (40 years of service)

Mr. Kevin Maher congratulated Mr. Lott on his 40 years at SETA and provided his background highlights.

Ms. Angelica Calderon, Head Start Teacher (20 years of service)

Ms. Cher Her congratulated Ms. Calderon on her 20 years at SETA and provided her background highlights.

I.   **CONSENT ITEMS**:
    A.   Approval of Minutes of December 4, 2025, Regular Board Meeting
    B.   Approval of Claims and Warrants
    C.   Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2026
    D.   Approval of Out of State Travel to Attend ADP and Risk Management Trainings

      Moved/Kennedy, second/Stewart, to approve the following consent items:
      A.   Approval of Minutes of December 4, 2025, Regular Board Meeting

B. Approval of Claims and Warrants

C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2026

D. Approval of Out of State Travel to Attend ADP and Risk Management Trainings

Roll call vote:
Aye: 3 (Guerra, Kennedy, Stewart)
Nay: 0
Abstention: 0
Absent: 2 (Desmond, Vang)

II. ACTION ITEMS:

A. General Administration

1. Approval of Appointment to the Sacramento Works, Inc. Board

Ms. Maldonado reviewed the item. She advised that due to the recent departure of Mr. Karl Pineo, Ironworkers Local 118 JATC Member, there is a vacancy in the "Labor" category. Ms. Janna King, Government Relations Advocate with the Service Employees International Union-United Healthcare Workers West (SEIU-UHW), recently submitted an application for appointment to the WDB. The Sacramento Works, Inc. Board recommended appointment of Ms. Janna King to fill a "Labor" sector seat at its January 28, 2026, meeting.

Moved/Guerra, second/Kennedy, to approve the appointment of Ms. Janna King for the Labor seat on the Sacramento Works, Inc. Board.

Roll call vote:
Aye: 3 (Guerra, Kennedy, Stewart)
Nay: 0
Abstention: 0
Absent: 2 (Desmond, Vang)

B. Workforce Development Department

General/Discretionary:

1. Approval of the Request for Proposals (RFP) Release for a Third-Party Evaluator under SETA's Proposition 47, Cohort 5 Project, Contingent Upon the Execution of the Subgrant Agreement Between SETA and the Board of State and Community Corrections (BSCC)

Mr. Walker reviewed the item and provided BSCC award background and goals. He mentioned that all Proposition 47 Grantees conduct a Level Two Evaluation of their grant-funded projects. This evaluation entails a thorough assessment, inclusive of both process and outcome evaluations. Compliance with this requirement involves submitting a Local Evaluation Plan (LEP) and a Local Evaluation Report (LER). To support these efforts, SETA set aside $400,000 in the grant award specifically for the procurement of third-party evaluation services.

SETA is currently working with the BSCC to finalize and execute its Prop 47 subgrant agreement. In an effort to mitigate time constraints associated with securing a third-party evaluator, staff is seeking approval to release the RFP contingent upon execution of the subgrant agreement.

Moved/Kennedy, second/Stewart, to approve the release of a Request for Proposals (RFP) for a Third-Party Evaluator under SETA's Proposition 47, Cohort 5 Project for $400,000 contingent upon the execution of the subgrant agreement between SETA and BSCC.

Roll call vote:
Aye: 3 (Guerra, Kennedy, Stewart)
Nay: 0
Abstention: 0
Absent: 2 (Desmond, Vang)

One Stop Services: No items
Community Services Block Grant: No items
Refugee Services: No items

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

III. INFORMATION ITEMS:

A. Annual Strategic Plan Report
Ms. Anita Maldonado presented an annual Strategic Plan video report.

Mr. Guerra suggested making this valuable report, or a portion of it, available online for the public.

Mr. Guerra also requested greater involvement from Board members in awareness efforts, such as inviting them to community events (celebrations, groundbreakings, etc.) that SETA participates in and utilizing their networks.

Additionally, Mr. Stewart, with support from Mr. Guerra, expressed interest in exploring intentional partnerships between SETA and community colleges in the region, particularly to help community members access high-wage jobs. Ms. Maldonado advised that SETA has many partnerships in this space, and staff will prepare a presentation for the next meeting.

B. Fiscal Monitoring Reports:
In response to Mr. Kennedy's question, Mr. Maslac addressed the report indicating non-compliance, which was more of an observation, and the receiving party was receptive to it.

C. Employer Success Stories and Activity Report:
Mr. Walker advised that SETA continue strong efforts on job postings and engagement, and that plans are underway for the second recruitment event with the University of California, Davis.

D. Dislocated Worker Update:
Mr. Walker reported that SETA has contacted Amazon Fresh, which is closing three stores in the area, to provide electronic packets for distribution to affected employees. Additionally, SETA continues to support Blue Diamond Growers and held another orientation yesterday. This orientation provided information to 100 attendees on unemployment, workforce, and fidelity services. A job fair for affected Blue Diamond Growers workers is scheduled to take place at SETA on June 25, 2026

E. Unemployment Update/Press Release from the Employment Development Department:

Ms. Welch stated that the latest report released is the one provided in the packet and mentioned that the two largest industries to decline were construction and government, which is typical in December.

F. Head Start Reports:
Ms. Griffith expressed her gratitude to Mr. Guerra and Mr. Kennedy for their participation in the Focus Area 1 review interview.

She discussed the challenges faced by the Sacramento City Unified School District (SCUSD) and outlined what their program might look like in the upcoming program year. While the official numbers had not yet been released, they are expected to be significantly smaller. SETA will inform the Office of Head Start about the challenges SCUSD faces and discuss the conversion of slots and capacity planning for the SETA-operated program. Ms. Griffith will continue to update the Board as the numbers are finalized and will present the updated figures in the grant proposal for consideration in April.

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

V. **REPORTS TO THE BOARD:**
A. Chair: No report
B. Executive Director: No report
C. Deputy Directors: No report
D. Counsel: No report
E. Members of the Board:
Mr. Stewart expressed his appreciation to the team for the well-prepared orientation and tour.

VI. **ADJOURNMENT:** The meeting adjourned at 9:46 a.m.

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

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 12/11/2025 through 01/02/2026.

BACKGROUND:

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 12/11/2025 through 01/02/2026, and all expenses appear to be appropriate.

CONSENT ITEM I-C
Approval of an Appointment to the Community Action Board

Presenter: Julie Davis-Jaffe

RECOMMENTATION:

Approve the appointment of the City of Citrus Heights to represent the Public Sector on the SETA Community Action Board.

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members, with four members representing each of the three constituent groups:
1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There are currently three vacancies in the Public Sector.

As listed in the CAB Bylaws, the SETA Governing Board selects elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the CAB, the SETA Governing Board may select appointive officials to serve on the CAB.

Dr. Jayna Karpinski-Costa representing District 4 of Citrus Heights has applied to represent the Public Sector on the SETA Community Action Board. The application has been received and is sent under separate cover.

CONSENT ITEM I-D
Approval to Adjust Zones in the Broadband/Performance Management Policy

Presenter: Mario Maslac

RECOMMENDATION:

Staff is recommending a modification to the salary ranges of Zone 1 to $95,447 - $206,892 and Zone 2 to $73,143 - $146,287.

BACKGROUND:

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

Each exempt management position is placed in one of two salary zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U), West Region for 2018-2025 as follows:

2019	2020	2021	2022	2023	2024	2025
2.8	1.5	7.1	6.2	3.6	2.5	2.9

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

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

Zone 1

2019	2020*	2021	2022	2023	2024	2025
$70,982 - $153,861	$76,798 - $166,468	$82,250 - $178,287	$87,350 - $189,341	$90,494 - $196,157	$92,757- $201,061	$94,447- $206,892

Zone 2

2019	2020*	2021	2022	2023	2024	2025
$54,396 - $108,791	$58,852 - $117,705	$63,030 - $126,062	$66,938 - $133,877	$69,348 - $138,697	$71,081- $142,164	$73,143- 146,287

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

ACTION ITEM II-A-1
Amendment of Rules of Procedure for the Governing Board

Presenter: Legal Counsel/Anita Maldonado

RECOMMENDATION:

Approve the attached resolution, which re-adopts the current Rules of Procedure with the following substantive amendment of Rule 6, effective immediately, [deleted language is in ~~strikeout~~ text, added language is in red]:

"RULE 6. REGULAR MEETINGS. Regular meetings of the Governing Board shall be held on the first ~~Thursday~~ Monday of each month at ~~9:00~~ 9:30 a.m. The date and time of the regular meetings of other boards, councils and committees to which these rules apply shall be set forth in the bylaws or charter of each board, council, or committee, or shall be set by that board, council or committee or, unless otherwise prohibited, may be set by the Governing Board."

BACKGROUND:

Due to scheduling conflicts for some Governing Board members, it was proposed to move the regular meetings to the first Monday of each month at 9:30 a.m. The time and dates for regular meetings are controlled by the Board's adopted Rules of Procedure, which currently provide that regular meetings of the Board shall be held on the first Thursday of each month at 9:00 a.m. The Governing Board must amend its Rules of Procedure to accommodate this request. The process for such an amendment is outlined in Rule 28 of the Rules of Procedure, which provides for amendment at any time by resolution approved by a majority of the Board, with the effective date as specified in the resolution.

Amending the Rules of Procedure to change the day and time of the regular meetings will not affect the Governing Board's ability to call Special or Emergency Meetings as permitted by the Brown Act.

A RESOLUTION ESTABLISHING RULES OF PROCEDURE
FOR THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY AND FOR BOARDS, COUNCILS, AND COMMITTEES
ESTABLISHED BY THE GOVERNING BOARD OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BE IT RESOLVED by the Governing Board of the Sacramento Employment and Training Agency, a joint powers agency comprised of the County of Sacramento and the City of Sacramento, that the following are hereby adopted as the Rules of Procedure for said Board and for the boards, councils, and committees established by the Governing Board of the Sacramento Employment and Training Agency as identified in the following Rules of Procedure effective on and after the 5th day of December, 2024:

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD
RULES OF PROCEDURE

RULE 1. <u>PURPOSE</u>. These rules are adopted for the purpose of providing for the orderly and effective conduct of meetings of the Governing Board with full and reasonable opportunity for public participation. Except as otherwise expressly provided, these rules shall apply to all regular, special and emergency meetings of the governing Board and all regular, special and emergency meetings of the boards, councils and committees established by the Governing Board for which these rules apply as identified herein. These rules shall be interpreted as broadly as may be consistent with the foregoing stated purposes.

RULE 2. <u>DEFINITIONS</u>. For the purposes of these rules the following words have the following meanings:

(a) "Adjourned meeting" means a continuation of a preceding regular or special meeting scheduled for a particular time for later the same day or a subsequent day. An adjourned meeting is scheduled by board action at the preceding regular or special meeting by which that meeting is "adjourned to" or "adjourned until" the later specified time.

(b) "Adjourning a meeting" is the board action by which a regular or special meeting is formally closed.

(c) "Board" means the Governing Board as the governing body of the Sacramento Employment and Training Agency. "Board" shall also mean any board, council or committee established by the Governing Board of the Sacramento Employment and Training Agency to which these Rules of Procedure are made applicable as identified in these rules of Procedure as the context may so indicate.

(d) "Chair" means the person elected to serve as chair or the person serving as chair in the absence of the chair as provided in these rules.

(e) "Clerk" means the Executive Director of the Sacramento Employment and Training Agency or the Executive Director's designee.

(f) "Emergency meeting" means a meeting called as authorized by Government Code Section 54956.5.

(g) "Governing Board" means the Governing Board of the Sacramento Employment and Training Agency.

(h) "Meeting" means any regular, adjourned regular, special, adjourned special, emergency, or adjourned emergency meeting.

(i) "Recess" means a short intermission in a meeting of the Board which does not close the meeting and after which Board business will immediately be resumed at the point where it was interrupted.

(j) "Regular meeting" means any meeting of the Board that is automatically scheduled as required by these rules.

(k) "Special meeting" means a meeting called as authorized by Government Code Sections 54956.

RULE 3. <u>OPEN MEETINGS</u>. All meetings of the Board shall be open to the public except for such closed sessions as are authorized by law.

RULE 4. <u>PLACE OF MEETINGS</u>. Unless otherwise specified, all meetings of the Board shall be held in the board chambers of the Governing Board of the Sacramento Employment and Training Agency, 925 Del Paso Boulevard, Suite 100, Sacramento, California.

RULE 5. <u>CANCELLATION OF MEETINGS</u>. The clerk shall cancel any meeting for which a quorum is not expected to or does not appear. The meeting shall be cancelled in such manner as may be prescribed by law. Any business on an agenda for a cancelled meeting shall be scheduled for such subsequent meeting as the clerk may prescribe, and shall be conducted during the next regular meeting unless otherwise specified.

Regular meetings may be cancelled by the Board. The Board may schedule a series of cancellations during a particular period or periods of the year for the purpose of promoting improvement in the efficient conduct of business of the Sacramento Employment and Training Agency.

RULE 6. <u>REGULAR MEETINGS</u>. Regular meetings of the Governing Board shall be held on the first ~~Thursday~~ **Monday** of each month at ~~9:00~~ **9:30** a.m. The date and time of the regular meetings of other boards, councils and committees to which these rules apply shall be set forth in the bylaws or charter of each board, council, or committee, or shall be set by that board, council or committee or, unless otherwise prohibited, may be set by the Governing Board.

RULE 7. <u>SPECIAL MEETINGS</u>. Special meetings of the Board may be called in the manner prescribed by Government Code Section 54956.

RULE 8. <u>EMERGENCY MEETINGS</u>. Emergency meetings of the Board may be called in the manner prescribed by Government Code Section 54956.5.

RULE 9. <u>ADJOURNED MEETINGS</u>. Any regular, adjourned regular, special or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. An emergency meeting or adjourned emergency meeting may only be adjourned if permitted under the provisions of Government Code Section 54956.5. If all members are absent, the clerk may adjourn any meeting to a specific time.

RULE 10. <u>CHAIRPERSON</u>. (a) The Governing Board shall elect a chair and a vice chair in accordance with the Joint Exercise of Powers Agreement established by the Sacramento Employment and Training Agency. Other boards, councils and committees established by the Governing Board shall select a chair in accordance with the bylaws or charter of that board, council or committee or, if not set forth in bylaws or charter, on the first meeting of the fiscal year of the grant or contract under which that board, council or committee is formed. In the chair's absence or inability to act, the vice chair shall preside. In the absence or inability to act of both the chair and the vice chair, the members present shall select one of the members present to act as temporary chair.

(b) The chair shall preside over the meeting, maintain orderly procedure in accordance with these rules and decide questions of procedure subject to appeal to the full board.

(c) The chair shall be entitled to vote on all matters before the Board, may participate in discussion relating to any matter, may make motions without relinquishing the chair, and may second any motion without relinquishing the chair.

(d) Subject to appeal to the full Board, the chair shall rule on all procedural matters or questions not specifically covered by these rules.

(e) Any member of the Board who desires to speak shall first be recognized by the chair.

RULE 11. <u>QUORUM</u>. (a) A majority of the members of the Governing Board shall constitute a quorum for the transaction of business. A quorum for boards, councils, and committees established by the Governing Board shall be as determined in the bylaws or charter of each board, council or committee or, if not so identified, shall be defined as members possessing a majority of the votes.

(b) If a quorum is not present for any meeting and at least two board members are

present, they may meet as a committee of the Board and submit their recommendations to the Board as a committee report either upon the arrival of a quorum, so that a quorum is present, or at the next regular meeting of the Board.

RULE 12. <u>ADDRESSING THE BOARD</u>. (a) Any member of the public desiring to address the Board shall first be recognized by the chair. The person shall then step to the podium and give his or her name and address to the clerk.

(b) Subject to appeal to the Board, the chair may, in the interest of facilitating the conduct of business of the Board, limit the time that a person may expend in addressing the Board, or establish a uniform time limit for each person addressing the Board in relation to a particular matter.

(c) Members of the public desiring to exercise the right conferred by Government Code Section 54954.3 to address the Board during regular meetings respecting matters over which the Board has subject matter jurisdiction but which are not identified on the posted agenda for that meeting, may do so following the transaction by the Board of all business for that meeting identified on the posted agenda and all off-agenda matters acted upon pursuant to subdivision (b) of Government Code Section 54954.2. Unless otherwise ordered by the Board, no person desiring to exercise such right as to a matter which does not appear on the posted agenda may speak longer than five minutes at a particular regular meeting; provided that the chair may defer or limit such five minute speaking opportunities by:

(1) Scheduling a public hearing upon the matter during a future meeting at a time and date certain;

(2) Terminating comments that are repetitive or redundant in that they express thoughts that have been communicated by previous speakers;

(3) Terminating the comments of a person who has exercised the right conferred by Government Code Section 54954.3 at a previous regular meeting of the Board with respect to the subject matter upon which comment is attempted to be made; or

(4) Terminating such comment because for other reasons the intent of subdivision (a) of Government Code Section 54954.3 has been, or will within a reasonable period of time be, fulfilled.

Unless determined otherwise by the Board, the total time allocated during a particular regular meeting to provide an opportunity for all members of the public to address the Board upon matters that are not identified on the posted agenda for that meeting shall not exceed fifteen minutes.

RULE 13. <u>LEGAL COUNSEL</u>. (a) All questions of law shall be referred to Legal Counsel for opinion.

(b) All proposed resolutions shall be referred to Legal Counsel for approval as to form.

RULE 14. <u>REFERRAL TO DIRECTOR</u>. Communications, resolutions, or other matters coming before the Board may, if deemed necessary, be referred to the Executive Director or the Executive Director's designee.

RULE 15. <u>BOARD ACTIONS</u>. All actions of the Board shall be taken by motion made and duly seconded or by the adoption of a resolution.

RULE 16. <u>REPORTING OF ACTION TAKEN IN CLOSED SESSION</u>. The following actions of the Board, if taken in closed session, must be reported to the public in open session in the manner herein prescribed and should be reported by reconvening the open session at the time the closed session action is taken:

     (a)   <u>Real Estate matters</u>: Approval and substance of the agreement must be disclosed after the agreement is final;

     (b)   <u>Commencing litigation</u>: Approval to defend or initiate legal action must be reported during the meeting in which the closed session is held. Moreover, the particulars with respect to the adverse party must be disclosed as soon as practical after the action is initiated unless to do so will interfere with service of process or jeopardize current settlement negotiations;

     (c)   <u>Settlement Agreements</u>: Approval of a settlement agreement, including the substance thereof, must be reported as soon as settlement is reached;

     (d)   <u>Employee Actions</u>: Action taken with respect to appointing, employing, dismissing or accepting the resignation of an employee must be reported at the same meeting. It must include the title of the position and any change in compensation; and

     (e)   <u>Collective Bargaining</u>: Labor negotiations shall be reported after approval, identifying the other party(ies) to the negotiation.

All such reports of actions taken in closed session may be oral or written, but the public is entitled to receive and review copies of all contracts, settlement agreements or other documents finally approved in a closed session.

RULE 17. <u>VOICE VOTE REQUIRED</u>. In relation to all actions of the Board, each board member shall respond in one of the following ways:

(a) "Yes" or "Aye"

(b) "No" or "Nay"

(c) "Abstain"

RULE 18. <u>MAJORITY VOTE REQUIRED</u>. (a) No action may be taken by the Governing Board except upon the affirmative vote of three members of the Governing Board. Majority vote requirements for other boards, councils and committees to which these rules apply shall be in accordance with the bylaws or charter of each board, council or committee or, if not so identified, shall be a vote of not less than a majority of votes on that board, council or committee, regardless of the number of members present at any meeting where a vote is taken.

(b) An abstention from voting by a board member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

RULE 19. <u>RESOLUTIONS</u>. No resolution shall be offered unless in writing.

RULE 20. <u>AGENDA - FORMULATION</u>. An agenda shall be prepared by the clerk for each regular and special meeting of the Board, and an abstract of all matters requiring action shall be set forth therein. The agenda shall include:

(a) A brief general description of each item of business to be transacted or discussed during the public session; and,

(b) A specific identification of the types of any matters to be considered in closed session, including the following agenda item information, which should be read into the record before commencing the closed session:

(1)   With respect to every item of business to be discussed in closed session pursuant to Section 54956.8 (Real property):

"CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)"

(2)   With respect to every item of business to be discussed in closed session pursuant to Section 54956.9 (litigation):

"CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)"

"CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (Specify number of potential cases)

Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Specify number of potential cases)"

(3)   With respect to every item of business to be discussed in closed session pursuant to Section 54967 (public safety/employee evaluation, discipline):

"THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer)"

"PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)" "PUBLIC

EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release)"

(4)   With respect to every item of business to be discussed in closed session pursuant to Section 54957.6 (collective bargaining):

"CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: (Specify name)

Employee organization: (Specify name of organization representing employee)

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)"

For regular meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items of interest which are within the subject matter jurisdiction of the Board.

For special meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items for which action is proposed to be taken prior to action on the item.

With respect to the Governing Board, subject to overriding approval by the Governing Board, the following officers shall be authorized to place matters on the agenda: The members of the Board, individually; the County Executive; the City Manager; the Executive Director; the Legal Counsel; and any department head through and with the approval of the Executive Director.

With respect to other boards, councils, and committees established by the Governing Board to which these rules apply, subject to overriding approval of the Board, the following officers shall be authorized to place matters on the agenda: The Governing Board; the members of the board, council or committee, individually; the Executive Director or the Executive Director's designee; and Legal Counsel.

RULE 21. <u>AGENDA - POSTING - DEADLINES</u>. A consolidated agenda shall be prepared for meetings of the Governing Board and all other boards, councils, and committees to which these rules apply.

(a) Matters to be placed on the agenda for a regular meeting shall be filed in the office of the clerk with all supporting and other materials no later than 5:00 p.m. seven days preceding the meeting. The deadlines specified in this subdivision do not apply to supporting and other materials relating to the award of contracts or subgrants.

(b) The clerk shall have and make available for public inspection and copying, and publicly post, an agenda for each regular meeting not later than 72 hours preceding the commencement of the meeting. All agendas for regular meetings shall be posted in the lobby of the ground floor of the Sacramento Employment and Training offices located at 925 Del Paso Boulevard, Suite 100, Sacramento, California, and on the SETA website located at www.seta.net.

Additionally, all agendas for regular meetings shall be posted at locations in City Hall and the County Administration Building designated for the posting of such meeting notices.

(c) The Board shall not take action on an item of business which does not appear on the posted agenda for a regular meeting except as authorized by subparagraphs "(1)", "(2)", or "(3)" of subdivision "(b)" of Government Code Section 54954.2 and, as appropriate, following the determinations authorized by subparagraphs "(1)" or "(2)" of subdivision "(b)" of that Section. Action shall not be taken on any item of business which does not appear on the posted agenda for a regular meeting unless either: (i) such action is authorized by subparagraph "(3)" of subdivision "(b)" of said Section 54954.2; or, (ii) a person authorized by Rule 20 to place matters on the agenda has filled out and executed that document entitled "Certification Form" stating the reasons for such off-agenda consideration, which form is attached hereto and made a part hereof.

(d) The clerk shall prepare and timely serve and post agendas for special meetings in accordance with the provisions of Section 54956 of the Government Code providing for at least twenty-four hours notice and posting preceding a special meeting. The waiver of notice provisions set forth in Government Code Section 54956 shall be applicable to special meetings of the board. The location for posting of agendas for special meetings shall be as set forth in subsection (b) of this Rule 20 for the posting of agendas for regular meetings. Only business identified on the agenda of a special meeting may be considered at such meeting.

(e) The clerk shall provide for notice of emergency meetings in accordance with the provisions of Section 54956.5 of the Government Code.

RULE 22. <u>COMMUNICATIONS TO THE BOARD</u>. (a) The clerk shall receive all correspondence and shall take one of the following actions:

(1) Refer it to the appropriate officer or department.

(2) Receive and file the item and so indicate on the next agenda.

(3) Agenda the item under the appropriate category on the next agenda.

(b) The clerk shall also notify the chair of the Board in all instances of urgency.

(c) A Board member who individually receives correspondence of general interest shall provide a copy to the clerk to be handled as outlined under (a) and (b), above.

RULE 23. <u>FINDINGS</u>. Formal written findings shall be prepared for adoption by the Board as part of its decision regarding any matter in which formal written findings are required by statute or other law or regulation. After hearing and decision by the Board regarding any matter in which formal written findings are required, the hearing may be closed and the matter may be continued to a future meeting for the adoption of such findings. The decision shall not be final until the findings have been adopted. Prior to the adoption of findings, the decision may be changed or modified by the Board.

RULE 24. <u>RECONSIDERATION OR RESCISSION</u>. (a) A motion to reconsider may be made in relation to any prior Board action taken at the same or a prior meeting. If the motion to reconsider is approved, the prior Board action shall remain unaffected unless, after reconsideration, the Board acts to modify the prior action.

(b) A motion to rescind may be made in relation to any prior Board action taken at the same or at a prior meeting. If the motion to rescind is approved, the effect shall be to nullify and vacate the prior Board action.

(c) A motion to reconsider or a motion to rescind may not be made in relation to any prior Board action if the action involved is a matter over which the Board has lost jurisdiction or if for any other reason reconsideration or rescission of the action would not comply with any applicable legal requirement.

(d) A motion to reconsider or rescind may be made only by a member who has voted with the majority in acting on the matter to which the motion relates.

RULE 25. <u>POSTPONEMENT</u>. (a) The Board may postpone or continue any pending matter at any time, either on its own motion or at the request of any person interested in the matter.

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(c) A request for postponement of a matter from a person interested in the matter shall be made in writing at the earliest opportunity prior to the time the matter is to be heard, if feasible.

(d) An oral request shall be promptly confirmed in writing.

(e) In ruling on a request for postponement, the Board may consider any relevant circumstances including, but not limited to, the reasons for the request, whether the request was made as much in advance as feasible, and any inconvenience to other persons interested in the matter which will be caused by postponement.

RULE 26. <u>APPOINTMENTS</u>. When a nomination is made for appointment to any board, council, committee or other office, the nomination shall not be acted upon by the Governing Board until at least one week after the nomination is made. This rule does not apply when by law the Governing Board is required to appoint a specific person to any such office.

RULE 27. <u>OTHER BOARDS, COUNCILS AND COMMITTEES</u>. (a) These Rules of Procedure shall apply to the following boards, councils, and committees established by the Governing Board:

(1) Head Start Policy Council

(2) Head Start Parent Advisory Committee (PAC)

(3) Community Action Board.

(b) These rules shall also apply to any board, council or committee established by the Governing Board subsequent to the date of adoption of the resolution enacting these rules, unless the Governing Board specifically provides otherwise or unless the Governing Board is precluded by law from so requiring.

(c) The Workforce Investment Board may, by action of its board of directors, adopt these Rules of Procedure for use by its board.

RULE 28. <u>AMENDMENT OR SUSPENSION</u>. (a) Any rule may be amended or repealed at any time by resolution approved by a majority vote of the Governing Board. Any such amendment or repeal shall be effective either immediately or at such later time as is specified in the resolution.

RULE 29. <u>RULES ARE PROCEDURAL</u>. These rules are adopted and intended to provide procedures for the conduct of Board business. Any board action which is taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in its effect because of a claim that the procedure followed by the Board in taking such action was not in accord with any provision or provisions of these rules.

On a motion by member _____, seconded by member _____, the foregoing resolution was passed and adopted by the Governing Board of the Sacramento Employment and Training Agency, this___5th___day of__March__, 2026, by the following vote, to wit:

AYES: Member

NOES: Member

ABSENT: Member

_____
Chair of the Governing Board of the
Sacramento Employment and Training Agency

ATTEST:_____
          Clerk of the Boards

A RESOLUTION ESTABLISHING RULES OF PROCEDURE
FOR THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY AND FOR BOARDS, COUNCILS, AND COMMITTEES
ESTABLISHED BY THE GOVERNING BOARD OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BE IT RESOLVED by the Governing Board of the Sacramento Employment and Training Agency, a joint powers agency comprised of the County of Sacramento and the City of Sacramento, that the following are hereby adopted as the Rules of Procedure for said Board and for the boards, councils, and committees established by the Governing Board of the Sacramento Employment and Training Agency as identified in the following Rules of Procedure effective on and after the 5th day of December, 2024:

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD
RULES OF PROCEDURE

RULE 1. <u>PURPOSE</u>. These rules are adopted for the purpose of providing for the orderly and effective conduct of meetings of the Governing Board with full and reasonable opportunity for public participation. Except as otherwise expressly provided, these rules shall apply to all regular, special and emergency meetings of the governing Board and all regular, special and emergency meetings of the boards, councils and committees established by the Governing Board for which these rules apply as identified herein. These rules shall be interpreted as broadly as may be consistent with the foregoing stated purposes.

RULE 2. <u>DEFINITIONS</u>. For the purposes of these rules the following words have the following meanings:

(a) "Adjourned meeting" means a continuation of a preceding regular or special meeting scheduled for a particular time for later the same day or a subsequent day. An adjourned meeting is scheduled by board action at the preceding regular or special meeting by which that meeting is "adjourned to" or "adjourned until" the later specified time.

(b) "Adjourning a meeting" is the board action by which a regular or special meeting is formally closed.

(c) "Board" means the Governing Board as the governing body of the Sacramento Employment and Training Agency. "Board" shall also mean any board, council or committee established by the Governing Board of the Sacramento Employment and Training Agency to which these Rules of Procedure are made applicable as identified in these rules of Procedure as the context may so indicate.

(d) "Chair" means the person elected to serve as chair or the person serving as chair in the absence of the chair as provided in these rules.

(e) "Clerk" means the Executive Director of the Sacramento Employment and Training Agency or the Executive Director's designee.

(f) "Emergency meeting" means a meeting called as authorized by Government Code Section 54956.5.

(g) "Governing Board" means the Governing Board of the Sacramento Employment and Training Agency.

(h) "Meeting" means any regular, adjourned regular, special, adjourned special, emergency, or adjourned emergency meeting.

(i) "Recess" means a short intermission in a meeting of the Board which does not close the meeting and after which Board business will immediately be resumed at the point where it was interrupted.

(j) "Regular meeting" means any meeting of the Board that is automatically scheduled as required by these rules.

(k) "Special meeting" means a meeting called as authorized by Government Code Sections 54956.

RULE 3. OPEN MEETINGS. All meetings of the Board shall be open to the public except for such closed sessions as are authorized by law.

RULE 4. PLACE OF MEETINGS. Unless otherwise specified, all meetings of the Board shall be held in the board chambers of the Governing Board of the Sacramento Employment and Training Agency, 925 Del Paso Boulevard, Suite 100, Sacramento, California.

RULE 5. CANCELLATION OF MEETINGS. The clerk shall cancel any meeting for which a quorum is not expected to or does not appear. The meeting shall be cancelled in such manner as may be prescribed by law. Any business on an agenda for a cancelled meeting shall be scheduled for such subsequent meeting as the clerk may prescribe, and shall be conducted during the next regular meeting unless otherwise specified.

Regular meetings may be cancelled by the Board. The Board may schedule a series of cancellations during a particular period or periods of the year for the purpose of promoting improvement in the efficient conduct of business of the Sacramento Employment and Training Agency.

RULE 6. REGULAR MEETINGS. Regular meetings of the Governing Board shall be held on the first Monday of each month at 9:30 a.m. The date and time of the regular meetings of other boards, councils and committees to which these rules apply shall be set forth in the bylaws or charter of each board, council, or committee, or shall be set by that board, council or committee or, unless otherwise prohibited, may be set by the Governing Board.

RULE 7. <u>SPECIAL MEETINGS</u>. Special meetings of the Board may be called in the manner prescribed by Government Code Section 54956.

RULE 8. <u>EMERGENCY MEETINGS</u>. Emergency meetings of the Board may be called in the manner prescribed by Government Code Section 54956.5.

RULE 9. <u>ADJOURNED MEETINGS</u>. Any regular, adjourned regular, special or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. An emergency meeting or adjourned emergency meeting may only be adjourned if permitted under the provisions of Government Code Section 54956.5. If all members are absent, the clerk may adjourn any meeting to a specific time.

RULE 10. <u>CHAIRPERSON</u>. (a) The Governing Board shall elect a chair and a vice chair in accordance with the Joint Exercise of Powers Agreement established by the Sacramento Employment and Training Agency. Other boards, councils and committees established by the Governing Board shall select a chair in accordance with the bylaws or charter of that board, council or committee or, if not set forth in bylaws or charter, on the first meeting of the fiscal year of the grant or contract under which that board, council or committee is formed. In the chair's absence or inability to act, the vice chair shall preside. In the absence or inability to act of both the chair and the vice chair, the members present shall select one of the members present to act as temporary chair.

(b) The chair shall preside over the meeting, maintain orderly procedure in accordance with these rules and decide questions of procedure subject to appeal to the full board.

(c) The chair shall be entitled to vote on all matters before the Board, may participate in discussion relating to any matter, may make motions without relinquishing the chair, and may second any motion without relinquishing the chair.

(d) Subject to appeal to the full Board, the chair shall rule on all procedural matters or questions not specifically covered by these rules.

(e) Any member of the Board who desires to speak shall first be recognized by the chair.

RULE 11. <u>QUORUM</u>. (a) A majority of the members of the Governing Board shall constitute a quorum for the transaction of business. A quorum for boards, councils, and committees established by the Governing Board shall be as determined in the bylaws or charter of each board, council or committee or, if not so identified, shall be defined as members possessing a majority of the votes.

(b) If a quorum is not present for any meeting and at least two board members are

present, they may meet as a committee of the Board and submit their recommendations to the Board as a committee report either upon the arrival of a quorum, so that a quorum is present, or at the next regular meeting of the Board.

RULE 12. <u>ADDRESSING THE BOARD</u>. (a) Any member of the public desiring to address the Board shall first be recognized by the chair. The person shall then step to the podium and give his or her name and address to the clerk.

(b) Subject to appeal to the Board, the chair may, in the interest of facilitating the conduct of business of the Board, limit the time that a person may expend in addressing the Board, or establish a uniform time limit for each person addressing the Board in relation to a particular matter.

(c) Members of the public desiring to exercise the right conferred by Government Code Section 54954.3 to address the Board during regular meetings respecting matters over which the Board has subject matter jurisdiction but which are not identified on the posted agenda for that meeting, may do so following the transaction by the Board of all business for that meeting identified on the posted agenda and all off-agenda matters acted upon pursuant to subdivision (b) of Government Code Section 54954.2. Unless otherwise ordered by the Board, no person desiring to exercise such right as to a matter which does not appear on the posted agenda may speak longer than five minutes at a particular regular meeting; provided that the chair may defer or limit such five minute speaking opportunities by:

(1) Scheduling a public hearing upon the matter during a future meeting at a time and date certain;

(2) Terminating comments that are repetitive or redundant in that they express thoughts that have been communicated by previous speakers;

(3) Terminating the comments of a person who has exercised the right conferred by Government Code Section 54954.3 at a previous regular meeting of the Board with respect to the subject matter upon which comment is attempted to be made; or

(4) Terminating such comment because for other reasons the intent of subdivision (a) of Government Code Section 54954.3 has been, or will within a reasonable period of time be, fulfilled.

Unless determined otherwise by the Board, the total time allocated during a particular regular meeting to provide an opportunity for all members of the public to address the Board upon matters that are not identified on the posted agenda for that meeting shall not exceed fifteen minutes.

RULE 13. <u>LEGAL COUNSEL</u>. (a) All questions of law shall be referred to Legal Counsel for opinion.

(b) All proposed resolutions shall be referred to Legal Counsel for approval as to form.

RULE 14. <u>REFERRAL TO DIRECTOR</u>. Communications, resolutions, or other matters coming before the Board may, if deemed necessary, be referred to the Executive Director or the Executive Director's designee.

RULE 15. <u>BOARD ACTIONS</u>. All actions of the Board shall be taken by motion made and duly seconded or by the adoption of a resolution.

RULE 16. <u>REPORTING OF ACTION TAKEN IN CLOSED SESSION</u>. The following actions of the Board, if taken in closed session, must be reported to the public in open session in the manner herein prescribed and should be reported by reconvening the open session at the time the closed session action is taken:

  (a) <u>Real Estate matters</u>: Approval and substance of the agreement must be disclosed after the agreement is final;

  (b) <u>Commencing litigation</u>: Approval to defend or initiate legal action must be reported during the meeting in which the closed session is held. Moreover, the particulars with respect to the adverse party must be disclosed as soon as practical after the action is initiated unless to do so will interfere with service of process or jeopardize current settlement negotiations;

  (c) <u>Settlement Agreements</u>: Approval of a settlement agreement, including the substance thereof, must be reported as soon as settlement is reached;

  (d) <u>Employee Actions</u>: Action taken with respect to appointing, employing, dismissing or accepting the resignation of an employee must be reported at the same meeting. It must include the title of the position and any change in compensation; and

  (e) <u>Collective Bargaining</u>: Labor negotiations shall be reported after approval, identifying the other party(ies) to the negotiation.

All such reports of actions taken in closed session may be oral or written, but the public is entitled to receive and review copies of all contracts, settlement agreements or other documents finally approved in a closed session.

RULE 17. <u>VOICE VOTE REQUIRED</u>. In relation to all actions of the Board, each board member shall respond in one of the following ways:

(a) "Yes" or "Aye"

(b) "No" or "Nay"

(c) "Abstain"

RULE 18. <u>MAJORITY VOTE REQUIRED</u>. (a) No action may be taken by the Governing Board except upon the affirmative vote of three members of the Governing Board. Majority vote requirements for other boards, councils and committees to which these rules apply shall be in accordance with the bylaws or charter of each board, council or committee or, if not so identified, shall be a vote of not less than a majority of votes on that board, council or committee, regardless of the number of members present at any meeting where a vote is taken.

(b) An abstention from voting by a board member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

RULE 19. <u>RESOLUTIONS</u>. No resolution shall be offered unless in writing.

RULE 20. <u>AGENDA - FORMULATION</u>. An agenda shall be prepared by the clerk for each regular and special meeting of the Board, and an abstract of all matters requiring action shall be set forth therein. The agenda shall include:

(a) A brief general description of each item of business to be transacted or discussed during the public session; and,

(b) A specific identification of the types of any matters to be considered in closed session, including the following agenda item information, which should be read into the record before commencing the closed session:

(1)   With respect to every item of business to be discussed in closed session pursuant to Section 54956.8 (Real property):

"CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)"

(2)   With respect to every item of business to be discussed in closed session pursuant to Section 54956.9 (litigation):

"CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)"

"CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (Specify number of potential cases)

Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (Specify number of potential cases)"

(3)   With respect to every item of business to be discussed in closed session pursuant to Section 54967 (public safety/employee evaluation, discipline):

"THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer)"

"PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYMENT

Title: (Specify description of position to be filled)" "PUBLIC

EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)" "PUBLIC

EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release)"

(4)   With respect to every item of business to be discussed in closed session pursuant to Section 54957.6 (collective bargaining):

"CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: (Specify name)

Employee organization: (Specify name of organization representing employee)

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)"

For regular meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items of interest which are within the subject matter jurisdiction of the Board.

For special meetings, the agenda shall also include a statement notifying members of the public of their right to directly address the Board on items for which action is proposed to be taken prior to action on the item.

With respect to the Governing Board, subject to overriding approval by the Governing Board, the following officers shall be authorized to place matters on the agenda: The members of the Board, individually; the County Executive; the City Manager; the Executive Director; the Legal Counsel; and any department head through and with the approval of the Executive Director.

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(1) Refer it to the appropriate officer or department.

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(3) Agenda the item under the appropriate category on the next agenda.

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(c) A motion to reconsider or a motion to rescind may not be made in relation to any prior Board action if the action involved is a matter over which the Board has lost jurisdiction or if for any other reason reconsideration or rescission of the action would not comply with any applicable legal requirement.

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(d) An oral request shall be promptly confirmed in writing.

(e) In ruling on a request for postponement, the Board may consider any relevant circumstances including, but not limited to, the reasons for the request, whether the request was made as much in advance as feasible, and any inconvenience to other persons interested in the matter which will be caused by postponement.

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On a motion by member _____, seconded by member _____, the foregoing resolution was passed and adopted by the Governing Board of the Sacramento Employment and Training Agency, this___5th___day of__March_, 2026, by the following vote, to wit:

AYES: Member

NOES: Member

ABSENT: Member

_____
Chair of the Governing Board of the
Sacramento Employment and Training Agency

ATTEST:_____
          Clerk of the Boards

ACTION ITEM II-A-2
Approval of Reappointments to the Sacramento Works, Inc. Board

Presenter: Anita Maldonado

RECOMMENDATION:

Review the attached summary and approve the reappointment of the three members to the Sacramento Works, Inc. Board for a three-year term beginning April 1, 2026.

BACKGROUND:

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

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

The terms of the three members who were previously reappointed for a three-year term will expire on March 31, 2026. Each of the three members has been polled to determine their desire to continue to serve on the Board. Three members affirmed their commitment to continue service. Staff will provide an oral report.

Private Business	
Name & Position	**COMPANY**
Ronald J. Ellis, Managing Director/Owner	2SS.com LLC
Frank A. Louie, Chief Operating Officer	Sacramento Asian Chamber of Commerce
Adult Education	
David W. Gordon, Superintendent	Sacramento County of Education

ACTION ITEM II-A-3
Approval to Award Contracts for Internet Service

Presenter: Mario Maslac

RECOMMENDATION:

Approve the selection of Zayo for contract award for Internet Access.

BACKGROUND:

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate" provides discounts to assist schools and libraries in the United States in obtaining affordable telecommunications, internet access and internal connections. SETA has participated in the E-Rate program for 18 years. We are in the process of applying for funding which will provide discounts for the 2026-2027 funding year for an additional site at Mirasol Village.

Funding is available for Internet access, telecommunications and in some cases internal connections and internal connection maintenance. Discounts for support depend on the level of poverty and the urban/rural status of the population served. Sacramento Education Training Agency meets the eligibility requirements.

In order to participate in the E-Rate program, we must periodically solicit competitive proposals for these services following a very prescriptive process defined by the Schools and Libraries Program. We have completed the bidding requirement of Internet Access under this program and are bringing you the resulting contracts for approval:

Zayo
Internet Access
Contract Term: 12 Mos+2 Optional 1-Year Extensions July 1, 2026-June 30, 2029
Estimated Fiscal Impact: $19,044.00

ACTION ITEM II-A-4
Approval to Delegate Authority to Executive Director to Award Contract for Broadband Service

Presenter: Mario Maslac

RECOMMENDATION:

Delegate authority to SETA's Executive Director to award contract for Data Transmission/Wide Area Network upon the submission and review of quotes.

BACKGROUND:

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate" provides discounts to assist schools and libraries in the United States in obtaining affordable telecommunications, internet access and internal connections. SETA has participated in the E-Rate program for 18 years. We are in the process of applying for funding which will provide discounts for the 2026-2027 funding year for an additional site at Mirasol Village.

Funding is available for Internet access, telecommunications and in some cases internal connections and internal connection maintenance. Discounts for support depend on the level of poverty and the urban/rural status of the population served. Sacramento Education Training Agency meets the eligibility requirements.

In order to participate in the E-Rate program, we must periodically solicit competitive proposals for these services following a very prescriptive process defined by the Schools and Libraries Program. We have completed the bidding requirement of Internet Access under this program and are bringing you the resulting contracts for approval:

In the initial RFP, SETA received no bids for broadband (Data Transmission/Wide Area Network). In response to this, a new replacement RFP has been published, but the deadline to submit bids will now be after the March 5th Governing Board Meeting. The E-rate deadline is April 1, so there will be no other opportunity to get Board Approval after bids are received and evaluated, but before the deadline to execute.

ACTION ITEM II-A-5
Review and Approval of the Agency's Technology Disaster and Recovery Plan

Presenter: Kenji Castro

RECOMMENDATION:

Review and approve the Information Technology Disaster and Recovery Plan.

BACKGROUND:

This policy establishes a formal framework to ensure the continuity and restoration of critical agency systems and operations in the event of disruption, such as natural disasters, cyber incidents, system failures, or other emergencies. It defines roles, responsibilities, and high-level recovery objectives to minimize operational downtime and protect agency data and services.

Maintaining a documented Disaster Recovery Policy is considered a best practice for risk management and internal controls. It also supports compliance with audit standards and cybersecurity insurance requirements. The policy is reviewed periodically to ensure alignment with current operational and security needs.

SETA

Information Technology
Disaster Recovery Plan

February 2026

Revision History

Revision Number	Revision Date	Summary of Changes Made	Changed By
1.0	8/26/25	Initial creation	IT Chief
2.0	2/5/26	Sanitized for public records, updated contacts	IT Chief

Instructions

To reduce cybersecurity risk, this publicly posted version of the Disaster Recovery Policy excludes system-specific configurations, vendor details, and recovery procedures. Full documentation is maintained internally and reviewed by executive leadership.

Table of Contents

Introduction and Purpose

Information systems are vital to Organization mission/business processes. It is critical that services provided by the Organization Core IT Infrastructure can operate effectively without excessive interruption. This Information Technology Disaster Recovery Plan (ITDRP) document establishes a comprehensive procedure to recover the Organization Core IT Infrastructure quickly and effectively following a service disruption.

The following recovery plan objectives have been established:

- Maximize the effectiveness of contingency operations through an established plan that consists of the following phases:

    - **Activation and Notification phase** to activate the plan and determine the extent of damage.

    - **Recovery phase** to restore the Organization Core IT Infrastructure operations; and

    - **Reconstitution phase** to ensure that the Organization Core IT Infrastructure is validated through testing and that normal operations are resumed.

- Identify the activities, resources, and procedures to carry out the Organization Core IT Infrastructure processing requirements during prolonged interruptions to normal operations.

- Assign responsibilities to designated Organizational personnel and provide guidance for recovering the Organization Core IT Infrastructure during prolonged periods of interruption to normal operations.

- Ensure coordination with other personnel responsible for Organization contingency planning strategies. Ensure coordination with external points of contact and vendors associated with the Organization Core IT Infrastructure and execution of this plan.

Scope

This ITDRP has been developed for the Organization Core IT Infrastructure, which is classified as a *"high"* impact system, in accordance with Federal Information Processing Standards (FIPS) 199 – Standards for Security Categorization of Federal Information and Information Systems.

*This ITDRP has been developed for the Organization Core IT Infrastructure, which is classified as a High impact system in accordance with FIPS 199. Recovery Time Objectives (RTOs) are defined as follows:

- **"Defined recovery objectives are established based on evaluated organizational risk. Specific factors informing these objectives are intentionally not disclosed publicly, as doing so could expose sensitive details that increase operational and security risk during recovery."**

This plan does not address replacement or purchase of new equipment, short-term disruptions lasting less than RTO expectations, or loss of data at the onsite facility or at the user-desktop levels.

Extended or Failed Recovery Scenarios

If recovery operations cannot be completed within the defined RTOs due to failed restorations, data corruption, cyberattack reinfection, or other unforeseen technical issues, the following actions will occur:

- The IT team will transition to established Incident Response procedures to investigate, contain, and eliminate the underlying issue before attempting further recovery actions.

- Alternative recovery strategies will be employed as appropriate. These may include restoring from earlier known-good backup points, using redundant or offsite resources, or activating approved alternate hosting environments.

- If recovery time thresholds cannot be met, broader mission and business functions will be managed under the organization's Business Continuity and Continuity of Operations (BCP/COOP) frameworks. The Disaster Recovery Plan defers to those governance structures for continuity decisions outside the scope of IT technical recovery

Assumptions

The following assumptions were used when developing this ITDRP:

- The Organization's Core IT Infrastructure has been classified as a high-impact system under applicable federal and organizational risk management guidelines.

- Redundant and offsite backup capabilities are maintained to ensure recoverability of critical system data and configurations.

- Current system backups are securely protected, regularly validated, and stored in a manner that ensures integrity and availability during disaster recovery operations.
  Specific technologies, locations, and configurations are intentionally not disclosed publicly to protect system security.

- Alternate computing environments have been designated for use in the event the primary infrastructure becomes unavailable.
  Details regarding specific platforms or vendors are omitted to reduce recovery-related security risks.

- If the Organization's Core IT Infrastructure becomes inoperable and cannot be restored within expected recovery timeframes, extended recovery activities may be required depending on external conditions.
  Exact time estimates and technical dependencies are not included here for security purposes.

- Personnel with disaster recovery responsibilities have been identified and trained in their roles and are available to activate and execute this plan.

The Organization Core IT Infrastructure ITDRP does not apply to the following situations:

- **Business mission or operational continuity.**

  These areas are addressed in the organization's Business Continuity Plan (BCP) and Continuity of Operations Plan (COOP), which govern enterprise-wide continuity decisions.

- **Emergency evacuation of personnel.** These processes are addressed in the organization's Occupant Emergency Plan (OEP).
- **Short-term utility outages** *(e.g., temporary power, network, or facility outages)* lasting less than RTO expectations. These are managed through normal IT operations processes. Prolonged disruptions may trigger activation of this ITDRP.

Temporary Continuity Measures for Utility Outages

If a utility outage (such as power, network, or facility-related disruption) is expected to last longer than normal operational tolerances but does not yet meet the thresholds for Disaster Recovery Plan activation, the IT team may use limited interim measures to maintain essential communication and coordination capabilities.

These temporary continuity methods are intended solely to preserve basic operational communication until standard services are restored. They do **not** represent full activation of the IT Disaster Recovery Plan.
If the outage exceeds recovery thresholds or affects critical infrastructure availability, formal ITDRP activation procedures will begin.

Specific technologies, platforms, or fallback mechanisms used during temporary continuity operations are intentionally not disclosed publicly to protect organizational security.

Concept of Operations

The Concept of Operations section provides details about the Organization Core IT Infrastructure, an overview of the three phases of the ITDRP (Activation and Notification, Recovery, and Reconstitution), and a description of roles and responsibilities of Organization personnel during a Disaster Recovery activation.

System Description

The Organization's Core IT Infrastructure supports essential business services, centralized applications, and enterprise authentication functions required for daily operations. The environment provides secure access to critical systems, data, and communication tools used across the Organization.

The infrastructure is hosted within a controlled facility and is supported by redundant and externally hosted services to ensure continuity of operations. Multiple internal and cloud-based business applications rely on this environment for identity, connectivity, and service availability.

Backups and recovery capabilities are maintained in accordance with organizational policies to ensure the integrity and recoverability of essential data and systems. Recovery Time Objectives (RTOs) for critical services are defined within this plan.

Specific technologies, vendors, architectural details, server counts, facility locations, and platform configurations are intentionally omitted from this public document to safeguard the security of the Organization's systems and recovery processes.

Overview of ITDRP Phases

This IT Disaster Recovery Plan (ITDRP) is structured into three phases that guide the Organization through orderly activation, recovery, and restoration of services following a significant disruption. This phased approach ensures recovery efforts proceed in a controlled and coordinated manner, reducing errors and limiting downtime.

The three system recovery phases are:

Activation and Notification Phase – This phase begins when a disruption occurs that is expected to exceed normal recovery timeframes. The ITDRP is activated to coordinate an organized response when the outage may involve prolonged loss of systems, facilities, or critical infrastructure. During this phase:

- Internal leadership and system stakeholders are notified of the disruption.
- An initial assessment of the situation is performed to understand the scope and impact.
- Information gathered informs the planning of appropriate recovery activities.

Technical details and specific assessment procedures are intentionally excluded from this public document to protect operational security.

Recovery Phase - The Recovery Phase outlines the processes used to restore affected IT services to an operational state. This phase focuses on prioritized restoration activities, coordinated communication, and progress updates to stakeholders.
It ensures:
- Recovery actions follow an established sequence.
- Authorized personnel perform recovery tasks in accordance with internal procedures.
- Stakeholders are kept aware of recovery status.

Specific technical steps, tools, and configurations used during system recovery are not disclosed publicly to protect system integrity and security.

Reconstitution –

The Reconstitution Phase involves validating that recovered systems are functioning properly and are ready to resume normal operations. Once functionality is confirmed, the plan is deactivated and the system is formally returned to normal use.

This phase also includes:

- Verification that all services operate as expected.
- Documentation of recovery activities.
- Incorporation of lessons learned to improve future readiness.

Detailed validation methods, testing procedures, and system transition actions are not included in this public version due to security considerations.

Roles and Responsibilities

The IT Disaster Recovery Plan (ITDRP) defines key roles responsible for coordinating and supporting recovery activities following a significant disruption. Individuals or teams assigned to these roles receive appropriate training to ensure readiness during contingency events.

A designated ITDRP Director is responsible for overall oversight and coordination of recovery and reconstitution efforts. This role ensures that recovery activities proceed in accordance with organizational policies and established procedures.

The ITDRP Director is accountable for:

- Overseeing the progress of recovery and restoration activities.

- Coordinating communications and necessary escalations to organizational leadership.

- Ensuring alignment with other response teams and broader continuity efforts.

If the designated ITDRP Director is unavailable, an alternate will be appointed to fulfill these responsibilities to maintain continuity of command.

Names of assigned personnel, reporting lines, and specific internal team structures are intentionally excluded from this public document to protect organizational security.

Procedural Responsibilities

Team/Role	Responsibility
Helpdesk	• Assists with tracking issues reported during service disruptions. • Supports basic communication and user coordination. • Helps validate user-facing service availability.
Data/Systems Validation Role	• Verifies that critical data and system functions are intact following recovery efforts. • Supports validation processes used to confirm operational stability.
Infrastructure Support Role	• Supports technical recovery activities for systems, applications, and network functions. • Provides updates on restoration progress to ITDRP leadership. • Assists with identifying any issues affecting service availability.
Application Support Role	• Helps verify application functionality following restoration. • Assists with reviewing data integrity and operational readiness. • Coordinates with stakeholders regarding business application needs.
ITDRP Leadership Role	• Oversees the overall recovery coordination effort. • Ensures documentation, reporting, and After Action activities are completed. • Initiates escalations and updates to organizational leadership as required.

Activation and Notification

The Activation and Notification Phase defines the initial actions taken once a disruption to the Organization's Core IT Infrastructure has been detected or is anticipated. This phase includes activities to notify appropriate recovery personnel, conduct a high-level outage assessment, and determine whether the ITDRP should be activated. Upon completion of this phase, the designated recovery team will be prepared to begin structured recovery activities.

Specific technical procedures and internal communication methods are intentionally not included in this public version to protect operational security.

Activation Criteria and Procedure

The Organization's IT Disaster Recovery Plan (ITDRP) may be activated when a disruption is expected to exceed normal recovery timeframes or significantly impacts the availability of critical IT services required for organizational operations.

Activation may occur under circumstances such as:

A disruption is expected to last longer than established recovery thresholds.

The facility supporting critical IT infrastructure is damaged or inaccessible.

Utility outages (such as power or network disruptions) are anticipated to exceed acceptable operational tolerances.

A cybersecurity event significantly affects the availability or integrity of systems essential to operations.

Natural or environmental events impair the ability to operate or restore critical services.

Loss of essential IT functions occurs without a viable short-term workaround.

Other conditions, as determined necessary by organizational leadership or the designated ITDRP authority.

This public version intentionally excludes specific technologies, platforms, or internal processes used to evaluate or trigger plan activation in order to maintain the security of the organization's infrastructure and contingency operations.

The following persons or roles may activate the ITDRP if one or more of these criteria are met:
- **ITDRP Leadership Role**
- **Data/Systems Validation Role**
- **Infrastructure Support Role**

Activation authority may also be delegated to designated members of organizational executive leadership, as appropriate.

Specific individuals, job titles, and internal approval workflows are intentionally not disclosed in this public version to protect organizational security and operational procedures.

Notification

Upon activation of the IT Disaster Recovery Plan (ITDRP), appropriate organizational personnel will be notified in accordance with established internal communication procedures. Notifications ensure that key stakeholders are informed of the situation, understand their roles, and are prepared to support recovery efforts as required.

The notification process includes:

- Alerting designated ITDRP roles responsible for coordination and technical response

- Informing relevant organizational leadership based on the nature and severity of the disruption

- Initiating communication channels appropriate to the situation

All detailed contact information, communication methods, and internal escalation procedures are maintained in internal ITDRP documentation and are intentionally excluded from this public version to protect organizational security and response integrity.

Outage Assessment

Following notification, an outage assessment is performed to determine the scope of the disruption, contributing factors, potential risks, and an initial pathway to recovery. This assessment is conducted by designated organizational teams responsible for technology operations and support. Assessment results are provided to the appropriate ITDRP leadership to inform recovery coordination and decision-making.

Note: Detailed tools, locations, technologies, and step-by-step procedures are maintained in internal ITDRP materials and are intentionally excluded from this public version to protect organizational security.

1) Initial Triage & Situational Assessment
- Review relevant alerts, logs, and monitoring indicators to understand current conditions and probable causes.
- Gather initial reports from personnel who observed or reported the disruption.
- Categorize the disruption (e.g., environmental, hardware, software, external) to guide next steps.

2) Risk Evaluation & Containment
- Evaluate potential for cascading effects (e.g., service degradation, data integrity risks, or propagation of issues).
- Implement appropriate containment measures to prevent further impact.
- Engage cybersecurity response processes if indicators of malicious activity are present.

3) Facilities & Environmental Check
- Assess affected facilities for environmental conditions, power stability, and physical security posture.
- Identify any facility constraints that may influence recovery options or timelines.

4) Service & Infrastructure Status Review
- Determine the status of critical IT services and underlying infrastructure components.
- Identify major dependencies and external service impacts relevant to organizational operations.
- Confirm availability of essential connectivity supporting business functions.

5) Asset Status & Resource Needs
- Document operational status of primary compute, storage, and network resources.
- Compare observed conditions against internal baselines to identify deviations.
- Identify required replacements, vendor engagements, or resource reallocations, as appropriate.

6) Preliminary Recovery Planning & Timelines
- Develop a preliminary sequence for restoring services and capabilities.
- Provide high-level timeline ranges to support decision-making and communications.
- (Detailed Recovery Time Objectives and service-level estimates are maintained in internal documentation.)

7) Reporting & Decision Support
- Compile an Outage Assessment Summary for ITDRP leadership and relevant stakeholders.

- Summarize key findings, identified risks, recommended actions, and preliminary timelines to inform recovery activation and prioritization.
- Maintain detailed evidence and technical artifacts within internal workpapers.

All specific technologies, platforms, locations, personnel, contact details, and escalation paths are intentionally omitted from this public version. Full procedures are documented in internal runbooks and ITDRP annexes.

Recovery

The Recovery Phase begins once the IT Disaster Recovery Plan (ITDRP) has been activated, an initial outage assessment has been completed as appropriate, and designated personnel have been mobilized. This phase focuses on restoring critical IT services, implementing approved recovery strategies, and returning essential system functions to operational status.

Recovery activities are coordinated to ensure that essential services are restored in a controlled and prioritized manner, consistent with organizational policies and recovery objectives. At the conclusion of the Recovery Phase, the affected systems will be restored to a functional state sufficient to support core business operations.

Sequence of Recovery Activities

During the Recovery Phase, the following high-level activities occur:

1. Determine the most appropriate environment for recovery based on conditions at the time.
2. Coordinate required personnel, resources, and support functions to enable recovery operations.
3. Implement approved recovery strategies to restore affected systems and services.
4. Validate availability of critical capabilities as they come online.
5. Communicate recovery status to stakeholders as required.

Recovery Procedures

Recovery efforts follow internal procedures maintained by the Organization. These procedures outline authorized roles, sequencing, and validation steps necessary to restore system capabilities at either the primary or an approved alternate location.

Detailed technical procedures, technologies, system configurations, and step-by-step recovery actions are intentionally excluded from this public document to protect the security of the Organization's infrastructure and contingency operations.

Recovery Team Assignments

The Recovery Phase is supported by designated functional roles responsible for coordinating activities, restoring services, and ensuring effective communication. These roles are carried out by qualified personnel with the appropriate expertise to support organizational recovery efforts.

User Support Role

- Assists with user communications and coordination during the recovery process.

- Tracks user-reported impacts and supports validation activities.

Infrastructure Support Role

- Supports restoration of core IT services and underlying infrastructure components.

- Coordinates technical activities required to reestablish service availability.

Application and Systems Support Role

- Assists with validating application functionality and data integrity.

- Supports internal teams in ensuring critical capabilities are restored.

ITDRP Leadership Role

- Provides overall direction for the recovery effort.

- Oversees coordination, resource allocation, and communications with organizational leadership.

Specific personnel assignments, technical responsibilities, and tooling are maintained in internal documentation and not included in this public version for security purposes.

General Recovery Procedures

Recovery procedures are structured to guide restoration activities in a coordinated and efficient manner. The sequence below represents a high-level overview:

1. **Confirm Appropriate Recovery Environment**
   Determine where recovery operations will be conducted based on the circumstances at the time of the disruption.

2. **Validate Infrastructure Readiness**
   Assess the condition of affected infrastructure and ensure the environment is suitable for recovery activities.

3. **Restore Core Services and Capabilities**
Implement approved strategies to restore system functionality in alignment with organizational priorities.

4. **Reestablish Connectivity and Access**
Confirm availability of essential connectivity and interactions with external or supporting services.

5. **Verify Authentication and Access Controls**
Ensure users and systems have valid, secure access to restored services.

6. **Conduct System Validation and Testing**
Confirm restored services are functioning as intended. Document issues for later review.

7. **Notify Users and Stakeholders**
Communicate recovery progress and service availability through approved organizational channels.

8. **Perform Post-Recovery Review**
Document lessons learned and incorporate improvements into future updates.

Detailed step-by-step procedures, technologies, system locations, and configuration information are intentionally omitted from this public version and maintained internally.

Recovery Escalation and Awareness

Effective communication during recovery operations ensures leadership awareness, coordinated decision-making, and organizational transparency. Escalation procedures outline when and how issues are elevated to the appropriate leadership groups.

1. Escalation Triggers

Escalation may occur when:

- Recovery efforts exceed expected timelines

- Additional risks or complications emerge

- High-impact systems cannot be restored within planned parameters

- External services or dependencies are significantly affected

- Indicators of a security concern arise

2. Escalation Path and Responsibilities

- **Frontline Technical Roles** elevate unresolved issues to ITDRP Leadership.

- **ITDRP Leadership** evaluates impact and escalates to executive leadership if required.

- **Executive Leadership** provides strategic guidance and resource decisions when necessary.

Internal titles, team structures, and detailed escalation paths are maintained separately and not disclosed publicly.

3. Status Notifications

Notifications during recovery efforts may include:

- Updates to system owners on recovery progress

- General communications to end users regarding service availability

- Summary updates to organizational leadership at major milestones

Frequency and content of notifications follow internal policies.

4. Communication Channels

Communication is conducted through organizationally approved channels appropriate for the situation.

Specific applications, secure communication tools, and messaging platforms are intentionally not listed.

5. Documentation and Reporting

Recovery-related escalations, actions, and communications are documented internally. A post-incident summary is prepared following major events to support organizational improvement efforts.

Reconstitution

Reconstitution is the phase in which recovery activities are completed and normal operations are restored following a disruption. This may involve returning systems to their original location or preparing an alternate permanent environment if the primary facility is unavailable.

This phase includes confirmation that core capabilities have been successfully restored and that systems meet the organizational requirements necessary to resume normal operations. Once validation is complete, the IT Disaster Recovery Plan (ITDRP) is formally deactivated, and systems transition back to standard operational oversight.

Specific technologies, facility locations, system configurations, and detailed recovery actions are intentionally excluded from this public version to protect organizational security.

Concurrent Processing

Concurrent processing is a method used in some recovery scenarios where a restored environment operates in parallel with an existing or alternate system for a limited time to validate functionality and data integrity.

The Organization does not currently use concurrent processing as part of its standard validation practices. However, if concurrent processing is utilized in a future scenario, it will follow a controlled approach to ensure consistency, validation, and orderly transition to full production operations.

Detailed criteria, validation methods, and timing parameters for concurrent processing are maintained in internal documentation.

Validation Activities

Validation activities ensure that restored systems are functioning correctly and ready for operational use. These activities confirm system integrity, operational effectiveness, and alignment with organizational requirements.

Validation activities may include:
1. Identification of Critical Services and Data
- Confirming the services and data sets required to support essential business operations.
- Ensuring critical functions have been restored as needed.
2. Restoration Verification
- Verifying that systems were restored correctly and align with approved recovery points.

- Ensuring restoration activities meet organizational expectations.

3. Data and Integrity Confirmation
- Validating essential data accuracy, availability, and integrity.
- Reviewing system records to ensure continuity and completeness.

4. System and Service Readiness Checks
- Confirming that restored systems and services operate without errors.
- Ensuring required applications and services load and function properly.

5. Authentication and Access Validation
- Ensuring that user access and system authentication mechanisms function as intended.
- Validating that access controls are consistent with organizational requirements.

6. Network and Infrastructure Verification
- Confirming availability of required connectivity and supporting infrastructure.
- Ensuring external and internal system dependencies are functioning.

7. Application and File Service Validation
- Verifying that essential applications and file services are accessible and operational.
- Confirming that user interactions behave as expected.

8. Endpoint and Device Readiness
- Ensuring that managed devices can connect to restored systems and services.
- Verifying access to collaboration tools and essential organizational resources.

9. Cross-System Dependency Checks
- Confirming consistency between interconnected systems.
- Ensuring integrations with supporting services function correctly.

10. User Validation Activities
- Engaging designated system owners or representatives to perform functional checks.
- Documenting feedback to support readiness decisions.

11. Issue Recording and Resolution
- Logging anomalies, documenting findings, and tracking corrective actions.
- Ensuring issues are addressed before final approval for full production use.

Detailed logs, technical instrumentation, system-level validation steps, and tool-specific procedures are maintained internally and are not included in this public version.

Recovery Declaration

Upon successful completion of testing and validation, the designated ITDRP Director will formally declare recovery complete and confirm that the Organization's Core IT Infrastructure has returned to normal operations. Relevant business and technical stakeholders will be notified of this declaration through established internal communication procedures.

Notifications (Users)

Upon return to normal system operations, users will be notified through the Organization's established internal communication procedures. The ITDRP Director will issue this notification using approved channels appropriate for the situation.

Cleanup

Cleanup is the final phase of the recovery process and ensures that temporary resources are removed, documentation is properly organized, and systems are fully prepared for future contingency events. The following activities are completed after normal operations have been restored:

1. **Dismantling Temporary Recovery Resources**
   • Remove any temporary systems or alternate environments used during recovery.
   • Ensure temporary configurations are cleared and standard configurations are reinstated.
   • Return any borrowed or short-term equipment to appropriate locations.

2. **Restocking and Resource Replenishment**
   • Replenish supplies or materials used during the recovery process.
   • Ensure necessary equipment and support materials are fully restocked for future use.

3. **Documentation Organization**
   • Ensure all supporting documents, plans, and reference materials are returned to their designated storage locations.
   • Update and store digital documentation within the approved internal documentation repository.

4. **Media and Materials Handling**
   • Return any physical media used during recovery to secure storage following established organizational procedures.
   • Verify that media is properly labeled, logged, and retained in accordance with applicable policies.

5. **System Readiness Verification**
   • Confirm that all systems are fully reintegrated into regular operational processes, including backup routines and monitoring activities.
   • Review and update records, including logs and documentation of lessons learned, to support continuous improvement of recovery procedures.

Offsite Data Storage

The Organization maintains secure offsite storage for critical system backups to ensure data availability during disaster recovery operations. Offsite backup processes are managed through approved organizational systems and follow established retention, integrity, and validation requirements.

1. **Backup Source Validation**
   • Confirm that backup processes have completed successfully and that required recovery points are available in the offsite storage environment.
   • Verify that retention schedules meet organizational requirements.
   • Perform integrity checks to ensure that backup data remains intact and usable.

2. **Recovery Point Tracking**
   • Document which recovery points were selected and used during restoration activities.
   • Record relevant information to support traceability and audit requirements.
   • Note any issues encountered during the restoration process.

3. **Post-Recovery Confirmation**
   • Verify that restored systems align with the selected recovery points and organizational standards.
   • Ensure compliance with applicable internal and external data retention requirements.
   • Confirm completion of documentation for recovery records.

4. **Ongoing Backup Continuity**
   • Resume normal backup operations once recovery is complete.
   • Monitor initial post-recovery backup activity to ensure consistency.
   • Address any irregularities or issues through established escalation procedures.

Data Backup

Following the successful recovery and validation of the Organization's Core IT Infrastructure, a full system backup must be completed to capture the restored operational state. This ensures readiness for future recovery efforts and maintains alignment with organizational continuity requirements. Backups are stored securely within the designated offsite data storage environment in accordance with established policies.

Procedures

1. **Backup Scheduling**

• A full system backup will be initiated at the next scheduled backup window or once system stability has been confirmed.

• The backup will include all critical systems, configurations, and data necessary to support continued organizational operations.

2. **Backup Execution**

• Authorized personnel will perform the full backup using approved organizational backup processes.

• Backup completion and integrity will be verified through established validation methods.

• A secure offsite copy will be maintained in accordance with organizational retention and storage policies.

3. **Media Handling (If Applicable)**

• If physical media is used, it will be properly labeled, logged, and securely packaged.

• Handling and storage will follow established procedures to ensure security and integrity.

4. **Offsite Transfer (If Required)**

• Backup media will be transferred to the designated offsite storage location using approved transport and verification procedures.

• Receipt and secure storage will be documented according to established guidelines.

Documentation

• Backup details will be recorded in the appropriate activity logs, including systems included, methods used, validation outcomes, and offsite storage confirmation.

• Records will be retained in accordance with organizational policy and regulatory requirements.

Event Documentation

To support accountability, transparency, and continuous improvement, all recovery and reconstitution activities must be thoroughly documented. Personnel involved in ITDRP efforts are responsible for recording relevant actions, observations, and lessons learned, and submitting their documentation through established internal processes.

Required Documentation

1. **Activity Logs**
   - Each participating team must maintain a record of key recovery actions performed.
   - Logs should include descriptions of tasks, responsible personnel, timeframes (actual or estimated), and issues encountered along with any resolutions.

2. **Functionality and Data Testing Results**
   - Document outcomes of system and service validation activities.
   - Include notes on successful or unsuccessful functionality checks, data verification outcomes, and feedback from user validation activities as appropriate.
   - Reference testing activities at a general level without including sensitive system details.

3. **Lessons Learned Documentation**
   - Provide a summary of positive outcomes, challenges encountered, and recommendations for improvement.
   - Lessons learned should focus on process enhancements and areas for strengthening future recovery efforts.

4. **After Action Report (AAR)**
   - All submitted documentation will be consolidated into an After Action Report.
   - The AAR includes an executive overview of the event, a general timeline of recovery activities, an impact summary, lessons learned, and recommended updates to the ITDRP based on findings.

Documentation Storage and Maintenance

- All required documentation must be submitted within the established post-recovery time frame.
- Final reports and logs will be maintained in the Organization's secure internal documentation repository.

• The ITDRP will be updated as needed based on findings from recovery activities and approved through the Organization's standard governance process.

Deactivation

Once all recovery tasks have been completed and all required documentation has been submitted, the designated ITDRP Coordinator will formally declare the conclusion of the recovery and reconstitution effort.

A notification will be issued to the appropriate business and technical stakeholders confirming that:

- Systems have been restored and validated

- Normal operations have resumed

- The recovery phase is officially closed

This marks the transition back to standard IT operations and confirms the Organization's readiness for future contingency events.

Personnel Contact List

Contact information for personnel involved in recovery and coordination activities is maintained in internal ITDRP annexes and is not published in this public version for security reasons.

Vendor Contact List

Contact information for vendors involved in recovery and coordination activities is maintained in internal ITDRP annexes and is not published in this public version for security reasons.

Detailed Recovery Procedures

Detailed technical procedures required to restore systems and services are maintained in internal ITDRP documentation. These procedures include step-by-step workflows, system-specific actions, and configuration information necessary for technical recovery. They are intentionally excluded from this public version to protect organizational security.

Alternate Processing Procedures

In the event that core IT systems are unavailable, temporary alternate procedures may be used to continue essential business operations until normal system functionality is restored. These procedures ensure that critical services can continue with minimal disruption during a system outage.

1. **Manual Data Collection**

• Staff may use approved paper or digital forms to capture essential information.

• Collected data will be securely retained and entered into systems once normal operations resume.

2. **Local Data Entry and Temporary Storage**

• Users may record information in standalone documents or offline tools as needed.

• Data will be uploaded or entered into primary systems when access is restored.

3. **Alternate Communication Workflows**

• Requests, updates, or reports may be routed through alternate communication channels in accordance with organizational procedures.

• Designated staff will manage and process this information as appropriate.

4. Field and Remote Logging

• Personnel working remotely or in the field may temporarily log required information using approved devices or applications.

• Data will synchronize with primary systems once connectivity and authentication are restored.

5. Paper-Based Processes

• Pre-established paper workflows may be used to maintain continuity of essential services.

• Documentation will be stored securely and transferred into digital systems once they are operational.

6. Use of Approved Alternate Tools (If Authorized)

• If necessary, temporary use of approved alternate tools or platforms may be authorized to support data collection or coordination.

• All temporary tools must adhere to organizational security and data protection requirements.

System Validation Test Plan

Purpose
This plan ensures that the Organization's Core IT Infrastructure can be effectively recovered during a disruption and that designated personnel are able to execute recovery procedures as intended. It confirms that critical services can be restored within established Recovery Time Objectives (RTOs) and helps identify opportunities for improvement.

Scope
• Covers essential systems, services, and components that support organizational operations.

• Includes validation of backup availability, recoverability, and system functionality after restoration.

• External cloud based services are validated separately through their respective operational processes.

Test Types
1. Tabletop Exercises

Conduct periodic walkthroughs with appropriate personnel and leadership to review roles, responsibilities, and high level recovery steps.

2. Partial or Representative Recovery Tests

Perform controlled restoration of select systems or components to verify that recovery capabilities, procedures, and validation steps function as expected.

Frequency

• Tabletop Exercises: Conducted on a recurring basis as defined by organizational policy.

• Partial or Representative Recovery Tests: Conducted periodically to ensure readiness and verify recoverability.

Roles & Responsibilities

• ITDRP Coordinator: Oversees testing activities and ensures documentation is completed.

• Technical Support Roles: Carry out restoration procedures and confirm system functionality.

• Backup/Recovery Support Role: Verifies successful restoration and data integrity.

• Network Support Role: Confirms connectivity and supporting infrastructure availability.

Success Criteria

• Selected systems or components are restored successfully within expected timeframes.

• Backup data is confirmed to be intact and usable.

• Recovery and validation procedures align with organizational requirements.

• Personnel demonstrate understanding of their responsibilities and required actions.

Documentation

Record:

- Date, type, and participants
- Steps performed and outcomes
- Issues and recommended improvements

Test Type	Scope of Testing	Frequency	Responsible Role	Success Criteria
Tabletop Exercise	Review of ITDRP procedures and roles	Annual	ITDRP Coordinator	Roles understood; processes reviewed and verified
Recovery Test	Representative system or component	Periodic/Based on policy	Designated Technical Personnel	Successful restoration; functionality validated; data confirmed

Alternate Storage, Site, and Telecommunications

The Organization maintains the capability to utilize alternate storage, processing sites, and telecommunications resources in the event that primary systems or facilities become unavailable. These alternate options allow essential functions to continue until normal operations can be restored.

1. Alternate Storage

• Secure offsite storage options are available to support backup retention and data recovery requirements.

• Alternate storage locations may include cloud-based environments or other approved facilities.

• The feasibility of using an alternate storage location will depend on the nature of the disruption, resource availability, and environmental conditions at the time.

• Appropriate security and connectivity measures will be established prior to use.

2. Alternate Processing Site

• The Organization may use an alternate processing environment if primary systems are unavailable.

• This can include either cloud-based resources or secondary facilities, depending on recovery needs.

• Establishing an alternate processing site may involve preparing physical or virtual resources, deploying necessary components, and restoring critical data.

• Use of a secondary facility may be subject to environmental readiness and network configuration requirements.

3. Alternate Telecommunications

• Telecommunications services may be rerouted to alternate environments if the primary site becomes inoperable.

• Adjustments to routing, connectivity, and access controls may be required to enable staff access to restored services.

• The timing and approach for telecommunications redirection will depend on the nature of the event and coordination with service providers.

• Secure communication channels will be maintained throughout the transition.

4. Summary

• Primary strategy: Utilize approved alternate environments capable of supporting rapid restoration of critical services.

• Secondary strategy: Use designated facilities as fallback options when appropriate.

• Key considerations: Availability of storage, system readiness, telecommunications adjustments, and resource requirements at the time of the event.

Diagrams (System and Input/Output)/ Hardware and Software Inventory

System architecture diagrams, input/output diagrams, and hardware and software inventories are maintained in internal ITDRP documentation. These materials contain sensitive information and are intentionally excluded from this public version. They are available to authorized personnel through secure internal repositories.

Interconnections Table

Interconnections are maintained in internal ITDRP documentation. These materials contain sensitive information and are intentionally excluded from this public version. They are available to authorized personnel through secure internal repositories.

Test and Maintenance Schedule

The Organization's IT Disaster Recovery Plan (ITDRP) will be reviewed and tested on a regular basis, at least annually, or sooner when significant changes occur to infrastructure, applications, or business processes. Testing will follow the framework outlined in the System Validation Test Plan and will include evaluations of communication readiness and recovery coordination.

Testing Scope
Testing will focus on the following key areas (summarized):

Notification and communication processes – Verifying that internal communication methods and escalation procedures function as intended.

• **Recovery capability** – Conducting representative restoration activities to confirm that systems and data can be recovered successfully.

Test Types

• **Tabletop Exercises (Periodic):** Discussion-based sessions involving key personnel to review recovery procedures, roles, and decision-making processes.

• **Functional Tests (Annual):** Controlled technical tests that assess the recoverability of selected systems or components.

Documentation and Improvement

All tests will be documented in an After-Action Report.

- The report will summarize outcomes, observations, timelines, and lessons learned.

- Updates to the ITDRP will be made following each test cycle to incorporate improvements and ensure the plan remains accurate and effective.
.

Associated Plans and Procedures

Associated plans, procedures, and supporting documentation—such as business continuity plans, emergency response procedures, system-specific recovery guides, and detailed technical runbooks—are maintained in internal organizational repositories. These materials contain sensitive operational information and are intentionally not included in this public version. They are available to authorized personnel as part of the Organization's comprehensive continuity framework.

Business Impact Analysis

The Organization does not currently maintain a formal Business Impact Analysis within the IT Disaster Recovery Plan. Development and maintenance of the BIA is managed through the Organization's broader continuity planning processes. The ITDRP will be updated to incorporate BIA results once they become available.

ACTION ITEM II-B-1
Ratification of the Submission of an Application to the Education Design Lab for Advancing Workforce Mobility Initiative and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Project Service Providers

Presenter: William Walker

RECOMMENDATION:

Ratify the submission of SETA's application to the Education Design Lab for Advancing Workforce Mobility funding opportunity in the amount of $400,000, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and to enter into subcontracts with project service providers.

BACKGROUND:

With Walmart providing foundation funding, the Education Design Lab released a national funding opportunity under its *Advancing Workforce Mobility: Credential Quality & Transparency* initiative. The initiative supports regional partnerships that strengthen non-degree credential quality, increase transparency, and expand economic mobility for STARs (Skilled Through Alternative Routes) by reducing reliance on bachelor's degree screens and improving employer validation of skills.

SETA staff prepared and submitted an application requesting $400,000 under Track 1a: Advance Credential Quality, under the "Demonstrate" tier, to pilot a Verified Provider Program through the Capital Region Biotech Talent Partnership. The proposed project would create an employer-validated framework to:

- Define regional biotechnology competencies aligned to real hiring demand
- Establish transparent quality criteria for non-bachelor credentials (certificates, associate degrees, apprenticeships, and workforce-funded training programs)
- Embed structured work-based learning requirements
- Publish transparent, structured outcomes data (completion, placement, and wage progression)
- Provide employer-backed designation ("Verified") to programs meeting defined standards

The Verified Provider Program will serve two primary STAR populations:

- Community college students and adult learners pursuing biotechnology pathways
- Out-of-school youth (ages 18–24) seeking entry into life sciences careers

ACTION ITEM II-C-1

Approval of Out of State Travel to Attend the National Child and Adult Care Food Program (CACFP) Association Child Nutrition Conference

Presenter: Karen Griffith

RECOMMENDATION:

Approve out of state travel to the National CACFP Association Child Nutrition Conference in Las Vegas, April 13-17, 2026.

BACKGROUND:

The National Child and Adult Care Food Program Association provides education, information of regulations and resources to support the food services that SETA provides. The Quality Assurance unit is responsible for ongoing monitoring and compliance of the CACFP program to mitigate risk and ensure ongoing funding.
.
For the 2026 conference, the Children and Family Services (CFS) Department proposes sending four (4) Quality Assurance Analysts. Costs for travel, lodging and per diem are approximately $2500 per person.

INFORMATION ITEM III-A
Strong Workforce and Community College Partnerships Report

Presenter: Ira Ayers

BACKGROUND:

This item allows staff to provide the Strong Workforce and Community College Partnerships Report to the Board.

INFORMATION ITEM III-B
Employer Success Stories and Activity Report

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Adams and Associates	6	Clinical Social Worker	1
	6	Registered Nurse	1
	4	Residential Advisor	1
	9	Safety Officer	1
Advance Kids	6	Board Certified Behavior Analyst	1
Bond Driving School	9	Driving Instructor	5
California Association of Health Facilities	9	Director of Reimbursement	1
	9	Multimedia Designer and Coordinator	1
California Employers Association	9	Facilitator	1
Calli Tire & Wheel LLC	9	Whitewall Tire Builder	1
CareBuilders at Home Folsom	6	Caregiver	20
Citrus Heights Water District	9	Public Affairs Analyst	1
City of Elk Grove	9	Accounting Technician I/II	1
	9	Landscape Maintenance Supervisor	1
	9	Maintenance Technician I/II	1
	9	Public Works Inspector I/II	1
City of Sacramento	9	Accountant Auditor	1
	9	Accounting Technician	2
	9	Administrative Analyst	5
	9	Administrative Officer	3
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	9	Aquatics Recreation Coordinator	1
	9	Assistant Camp Caretaker	1
	9	Assistant Camp Chef	1
	9	Assistant Civil Engineer	3
	9	Assistant Pool Manager	1
	9	Associate Architect	1
	9	Associate Architect Architecture & Engineering	1
	9	Associate Civil Engineer	4
	9	Associate Planner	1
	9	Auditor	1
	9	Building Inspector I	6
	9	Building Inspector II	2
	9	Building Inspector III	1
	9	Building Inspector IV	1
	9	Camp Aide	1
	9	Camp Caretaker	1
	9	Camp Chef	1
	9	Camp Host	1
	9	Camp Program Director	1
	9	Camp Recreation Leader	1
	9	Cashier - Aquatics	1
	9	Code Enforcement Officer	1
	9	Community Service Officer I	4
	3	Construction Inspector II CIP Utilities	1
	9	Contracts and Compliance Specialist	2
	9	Crew Leader	1
	9	Custodian II	1
	9	Customer Service Representative	2
	9	Customer Service Specialist Call Center	3
	9	Customer Service Supervisor Call Center	1
	9	Deputy City Attorney II	1
	9	Deputy Fire Chief	1
	9	Development Project Manager	1
	9	Development Services Technician III	1
	9	Director of Utilities	1
	7	Dispatcher I	2

SETA- Employer Activity Report

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City of Sacramento	7	Dispatcher I Recruit	2
	7	Dispatcher II	1
	9	Equipment Mechanic I	1
	9	Equipment Mechanic II	1
	9	Events Associate	1
	9	Events Coordinator Sales Coordinator	1
	9	Facilities and Real Property Superintendent	1
	9	Finance Manager	1
	9	Fire Assistant Chief	1
	9	Fire Recruit Paramedic	1
	9	Fleet Services Coordinator	1
	9	General Intern	2
	7	Geographic Information Systems Specialist III	1
	9	Instrument Technician I	1
	9	Integrated Waste Equipment Operator	1
	9	Junior Engineer Development Services	1
	9	Junior Plant Operator Water Production	1
	9	Legal Secretary	1
	9	Lifeguard	1
	9	Machinist Helper	1
	9	Machinist Helper Wastewater Maintenance	1
	9	Maintenance Worker	1
	9	Meter Reader	1
	9	Meter Reading Supervisor	1
	9	Paralegal	1
	9	Park Maintenance Superintendent	1
	9	Park Maintenance Worker I	1
	9	Park Safety Ranger	1
	9	Plant Operator Water Division	1
	9	Police Officer	2
	9	Police Officer Recruit	3
	9	Police Records Supervisor	1
	9	Pool Manager	1
	9	Principal Budget Analyst	1
	3	Principal Building Inspector Housing and Dangerous Buildings	1
	9	Process Control Systems Specialist	1
	9	Program Coordinator 4thR	1
	4	Program Developer 4th R	2
	9	Program Manager	1
	9	Program Specialist	1
	9	Program Specialist City Clerk	1
	9	Program Supervisor	1
	9	Real Property Agent III	1
	9	Recreation Aide	4
	9	Registered Veterinary Technician	1
	9	Risk Manager	1
	9	Senior Auditor	1
	9	Senior Development Project Manager	1
	3	Senior Engineer	5
	9	Senior Lifeguard	1
	9	Senior Parking Enforcement Officer	1
	9	Senior Plant Operator Water Division	1
	9	Senior Recreation Aide(Older Adults	1
	9	Senior Staff Assistant	1
	9	Signal Operations	1
	9	Stagehand II	1
	9	Store Clerk II	1
	3	Street Construction Laborer	1
	3	Street Construction Laborer - Trainee	1

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City of Sacramento	9	Supervising Building Inspector	1
	3	Supervising Construction Inspector	1
	3	Supervising Engineer Intelligent Transportation and	1
	3	Supervising Engineer Safety Response	2
	3	Supervising Surveyor	1
	9	Survey Party Chief	1
	9	Traffic Investigator I	1
	9	Tree Maintenance Worker	1
	9	Tree Pruner	1
	9	Utilities Operations and Maintenance Service Worker	1
	9	Utilities Operations and Maintenance Supervisor	1
	9	Utility Worker	1
	6	Veterinarian	1
	9	Water Quality Chemist	1
	9	Worker's Compensation Claims Representative	1
	9	Youth Aide (Landscape & Learning, Spring)	1
City Year	4	Tudor and Mentor	1
County of Sacramento	9	Account Clerk Level I/II	1
	9	Accountant	1
	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	Animal Care Program Coordinator	1
	9	Assistant Clerk to the Board of Supervisors	1
	9	Assistant Director of Airports	1
	9	Assistant Director, Child Support Services	1
	9	Assistant Planner	1
	9	Associate Auditor Appraiser	1
	9	Associate Landscape Architect	1
	9	Associate Planner	1
	9	Auditor	1
	9	Auditor Appraiser Level I/II	1
	9	Building Maintenance Worker	1
	9	Building Project Coordinator II	1
	9	Chief, Code Enforcement Division	1
	9	Chief, Division of Facility Planning and Management	1
	4	Child Development Specialist I	1
	9	Child Support Officer III	1
	9	Collection Equipment Operator I	1
	9	Collection Equipment Operator II	1
	9	Collection Equipment Operator III	1
	3	Construction Inspector	1
	3	Construction Management Specialist	1
	3	Construction Management Supervisor	1
	9	Contract Services Specialist Level I/II	2
	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	3
	9	Election Assistant	1
	3	Electrician Supervisor	1
	9	Engineering Technician Level I/II	1
	9	Environmental Program Manager II	1

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County of Sacramento	3	Environmental Specialist I/II	1
	3	Environmental Specialist Level III	1
	9	Epidemiologist	1
	9	Executive Assistant to the Board of Supervisors	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 Division Chief	1
	7	Information Technology Infrastructure Analyst III	1
	7	Information Technology Manager	1
	9	Investigative Assistant	1
	6	Lactation Consultant	1
	3	Lead Painter	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	1
	9	Office Specialist Level I/II	1
	1	Paratransit Operator/Trainer	2
	9	Park Maintenance Worker II	1
	9	Personnel Analyst	1
	6	Pharmacist	1
	6	Pharmacy Technician	1
	3	Principal Engineering Technician	1
	9	Process Server	1
	6	Psychiatric Nurse	1
	9	Real Estate Officer Level I/II	1
	9	Real Estate Specialist	1
	9	Recreation Leader	1
	9	Retirement Benefits Specialist Level I/II	1
	9	Retirement Services Supervisor	1
	9	Safety Technician	1
	9	Scale Attendant I	1
	9	Scale Attendant II	1
	9	Secretary	1
	9	Senior Airport Manager	1
	9	Senior Auditor	1
	9	Senior Deputy Probation Officer	1
	9	Senior Engineering Technician	1
	6	Senior Health Program Coordinator	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
	7	Senior Programmer Analyst	1
	9	Senior Retirement Investment Officer	1
	6	Senior Safety Specialist	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Water Distribution Operator	1
	9	Sheriff's 911 Call Dispatcher	1
	9	Sheriff's Community Services Officer I	1
	9	Sheriff's Community Services Officer II	1
	9	Sheriff's Correctional Facility Recreation Supervisor	1

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County of Sacramento	9	Sheriff's Records Officer II	1
	9	Stock Clerk	1
	9	Storekeeper I	1
	9	Stormwater Utility Supervisor	1
	3	Street Construction Equipment Operator	1
	9	Supervising Code Enforcement Officer	1
	7	Supervising Communications/Operations Dispatcher	1
	6	Supervising Coroner Technician	1
	9	Supervising Custodian II	1
	6	Supervising Deputy Coroner	1
	9	Supervising Probation Officer	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	Telecommunications Systems Manager	1
	7	Telecommunications Systems Supervisor	1
	9	Transfer Equipment Operator III	1
	9	Waste Management Operations Manager	1
	9	Waste Management Program Senior Associate	2
	9	Waste Management Systems Technician	1
	9	Workers Compensation Examiner	1
	9	Youth Aide	1
Elk Grove Unified School District Transportation Department AGACE	4	Bus Driver	1
Golden Brands	9	Account Development Specialist	1
	9	Warehouse Manager	1
	9	Warehouse Order Selector	1
Los Rios Community College District	4	Account Clerk II	2
	4	Accountant Clerk III	1
	4	Accountant	1
	4	Accounting Assistant Professor	1
	4	Administration of Justice Adjunct Assistant Professor	1
	4	Administration of Justice Adjunct Assistant Professor	2
	4	Administrative Assistant I	1
	4	Administrative Assistant II	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	4	Administrator Analyst I	1
	4	Admissions/Records Technician II	1
	4	Aircraft Maintenance Technician	1
	4	Analyst II	1
	4	Anthropology Assistant Professor	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 Anatomy & Physiology Assistant Professor	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	Business Assistant Professor	1
	4	CalWORKs Counselor	1
	4	Chancellor	1
	4	Chemistry Assistant Professor	1

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Los Rios Community College District	4	Chief Counsel	1
	4	Child Development Center Lead Teacher	1
	4	Clerk II	1
	4	Clerk III	2
	4	Coach	1
	6	College Nurse	1
	9	College Safety Officer	1
	4	Commercial Music Adjunct Assistant Professor	1
	4	Computer Science 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	Cosmetology Assistant Professor	1
	4	Counseling Clerk II	1
	9	Counseling Supervisor	1
	4	Counselor	8
	4	Counselor/Learning Disabilities Specialist	1
	4	Custodian	1
	4	Dance Adjunct Assistant Professor	1
	4	Deaf Culture and Sign Language (ASL) Studies Assistant	1
	4	Dean of Kinesiology and Athletics	1
	4	Dean of Library and Learning Resource Center	1
	4	Dean of Manufacturing, Construction, and Transportation	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	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Early Childhood Education Assistant Professor	1
	4	Early Childhood Education/Family Consumer Science Assistant	1
	4	Educational Center Assistant	2
	4	Educational Center Clerk	1
	4	Electrician Trainee Adjunct Assistant Professor	1
	4	Electronic Technology Adjunct Assistant Professor	1
	4	Emergency Medical Technology (EMT) Assistant Professor	1
	4	Employee Benefits Specialist	1
	4	Employee Benefits Technician	1
	4	Engineering Adjunct Assistant Professor	2
	4	English as a Second Language (ESL) Assistant Professor	3
	4	English Assistant Professor	4
	4	Environmental Technologies Adjunct Assistant	1
	4	Ethnic Studies Assistant Professor	3
	4	Extended Opportunity Programs and Services	1
	9	Facilities Administrative Support Technician I	1
	9	Facilities Planning and Engineering Specialist	1
	9	Facilities Projects Supervisor	1
	4	Film and Media Adjunct Assistant Professor Pool	1
	4	Film and Media Studies Film Production Assistant Professor	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

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Los Rios Community College District	7	Information Technology Business/Technical Analyst I	1
	4	Information Technology Specialist II - Microcomputer	1
	4	Information Technology Systems/Database	1
	4	Information Technology Systems/Database Administrator	1
	4	Information Technology Technician II - Help Desk	1
	4	Instructional Assistant - Chemistry	1
	4	Instructional Assistant - Deaf Culture and American	1
	6	Instructional Assistant - Disabled Student Programs	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	2
	4	Lead Custodian	1
	4	Learning Resource Center (LRC) Tutoring Faculty Coordinator	1
	4	Librarian	1
	4	Library Technician	1
	4	Maintenance HVAC Mechanic	2
	4	Maintenance Operations Clerk	1
	4	Makerspace Adjunct Assistant Professor	1
	4	Mathematics (Statistics) Assistant Professor	3
	4	Mathematics Adjunct Assistant Professor	2
	4	Mechanical/Electrical Technology (MET) Assistant Professor	1
	4	Medical Laboratory Technician Adjunct Assistant Professor	1
	4	Men's Basketball Adjunct Assistant Professor Head	1
	7	Microcomputer Support	1
	4	Music Adjunct Assistant Professor	1
	4	Nursing (Registered Nurse-RN) (Simulation) Assistant Professor	1
	4	Occupational Therapy Assistant (OTA) Professor	1
	4	Operations	1
	4	Operations Technician	1
	4	Outreach Specialist	1
	4	Payroll Specialist	1
	4	Payroll Technician	1
	4	Photography Assistant Professor	2
	4	Physics Adjunct Assistant Professor	1
	4	Physics/Astronomy Assistant Professor	1
	4	Police Communications Dispatcher	1
	9	Police Officer	4
	4	Political Science Assistant Professor	1
	4	Printing Services Operator II	1
	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor	1
	4	Radiological Technology Advanced Imaging Adjunct Assistant	1
	4	Radiological Technology Assistant Professor	1
	4	Radiological Technology Program Coordinator	1
	4	Railroad Assistant Professor	1
	4	Reading and Writing Center Coordinator (80%) / English Assistant Professor (20%)	1
	4	Regional Director VII of Philanthropy	1
	4	Respiratory Care Adjunct Assistant Professor	1
	9	Sacramento Regional Public Safety Training Center Coordinator	1
	7	Senior Information Technology Technician - Computer	1
	7	Senior Information Technology Technician - Lab/Area	1
	4	Sign Language Studies	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
	4	Speech Communication Assistant Professor	1
	4	Speech Language Pathology Adjunct Assistant	1

SETA- Employer Activity Report

The following is an update of information as of February 20, 2026

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and Communication Technology; 8=Life Sciences; 9=Non-Critical Occupations			
Los Rios Community College District	4	Student Services Dean (Director III)	1
	4	Student Support Assistant	8
	4	Student Support Counselor	1
	4	Student Support Specialist	4
	4	Student Support Supervisor	1
	4	Surgical Technologist Assistant Professor	1
	4	Surveying Geomatics Adjunct Assistant Professor	1
	4	Theater Arts Film Adjunct Assistant Professor	1
	4	Theatre Arts Costuming Adjunct Assistant Professor	3
	4	Welding 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
Precision Cleaning Systems, Inc.	9	Office Assistant	1
Pro Floors Inc.	9	Construction Site Cleaner	1
Sacramento City Unified School District	4	Director III Budget Services	1
	4	Bus Driver	12
	9	Campus Monitor at American Legion	1
	9	Chief Business and Operations Officer	1
	9	Clerk II at Father Keith B. Kenny	2
	9	Coach-Basketball	2
	9	Coach-Volleyball	1
	9	Custodian	4
	9	Director III Budget Services	1
	5	Food Production Assistant	1
	5	Food Service Lead	1
	4	Health Aide I	1
	4	Health Aide III	1
	4	Instructional Aide	6
	4	Instructional Para-Special Ed	1
	4	Language, Speech and Hearing Specialist	1
	4	Manager III Construction Bond Accounting	1
	4	Morning Duty Attendant	2
	4	Multi-Tiered Systems of Support Specialist	1
	4	Noon Duty Attendant	2
	4	Physical Therapist Special Education	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 Employment and Training Agency	4	Family Service Worker III	1
	4	Head Start Child Care Teacher Assistant	1
	4	Head Start Intervention Specialist	1
	4	Head Start Site Supervisor	1
	4	Head Start Teacher	1
	9	Human Resource Manager	1
	9	Public Information Officer	1
	9	Workforce Development Analyst	1
	9	Workforce Development Deputy Director	1
Sacramento Regional Fire/EMS Communication Center	9	911 Dispatcher	1
Sacramento Regional Transit	9	Human Resources Analyst II	1
	9	Maintenance Superintendent - Light Rail	2
	9	Mechanic A	2
	9	Paratransit Mechanic A	1
	9	Paratransit Operator/Trainer	1
	7	Senior Programmer Analyst	
Tots of Love	4	Infant Teachers	1
	4	Preschool Teachers	1
Valley Vision	3	Director , Clean Air and Climate Portfolio	1
You're in Good Hands Agency	6	Certified Nursing Assistant	1
	6	Home Health Aide	1
TOTAL			619

INFORMATION ITEM III-C
Dislocated Worker Update

Presenter: William Walker

BACKGROUND:

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

Staff will be available to answer questions.

Dislocated Worker Information PY 2025/2026
The following is an update of information as of February 20, 2026

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF IMPACTED WORKERS	REGION/LOCATION	Official WARN Notice	Contacted
Blue Shield of California 3300 Zinfandel Dr. Boiling A Rancho Cordova, CA 95670	Healthcare	6/25/2025	Permanent	12	Rancho Cordova, CA	Yes	Yes
Walgreens 2900 Stockton Blvd. Sacrament, CA 95127	Retail	6/25/2025	Permanent	35	Sacramento, CA	Yes	Yes
Rite Aid 4300 Elverta Rd. Antelope , CA 95834	Retail	6/25/2025	Permanent	23	Sacramento, CA	Yes	Yes
Center Point, Inc. 100 & 300 Prison Point Rd. Represa, CA 95671	Social Services	6/30/2025	Permanent	37	Sacramento, CA	Yes	Yes
Highlands Community Charter & Technical School 1333 Grand Ave Sacramento, CA 95838	Education	6/30/2025	Permanent	631	Sacramento, CA	Yes	Yes
Unitek Learning 4330 Watt Ave, 4th Floor Sacramento, CA 95823	Education	7/3/2025	Permanent	3	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd. Folsom, CA 95838	Information	7/11/2025	Permanent	170	Folsom, CA	Yes	Yes
UPS 1380 Shore Street West Sacramento, CA 95691	Transportation	7/14/2025	Temporary	355	West Sacramento, CA	Yes	Yes
GEE Heavy Machinery 5400 Raley Blvd. Sacramento , CA 95838	Manufacturing	7/21/2025	Permanent	34	Sacramento, CA	Yes	Yes
Rite Aid 4221 Norwood Ave. Sacramento, CA 95838	Retail	7/27/2025	Permanent	10	Sacramento, CA	Yes	Yes

Rite Aid 980 Florin Rd. Sacramento, CA 95838	Retail	7/27/2025	Permanent	14	Sacramento, CA	Yes	Yes
Rite Aid 6639 Watt Ave. North Highlands, CA 95660	Retail	7/27/2025	Permanent	23	Gold River, CA	Yes	Yes
Grocery Outlet 2801 Zinfandel Dr. Rancho Cordova, CA 95670	Retail	8/23/2025	Permanent	20	Rancho Cordova, CA	No	Yes
Rite Aid 9133 Kiefer Blvd Sacramento, CA 95826	Retail	8/24/2025	Permanent	15	Sacramento, CA	Yes	Yes
Rite Aid 2111 Golden Center Ln. Gold River, CA 95670	Retail	8/24/2025	Permanent	9	Gold River, CA	Yes	Yes
Crane Food Services LLC dba Chick-fil-A Folsom 2679 E. Bidwell St. Folsom, CA 95630	Retail	9/5/2025	Temporary	85	Folsom, CA	Yes	Yes
Intel 1900 Prairie City Rd. Folsom, CA 95838	Information	9/11/2025	Permanent	83	Folsom, CA	Yes	No
Point Quest Group 9510 Elk Grove Florin Rd Elk Grove, CA 95624	Social Services	9/22/2025	Permanent	166	Elk Grove, CA	Yes	Yes
Home Retail 8320 Delta Shore Circle S Sacramento, CA 95832	Retail	9/30/2025	Permanent	20	Sacramento, CA	Yes	Yes
Host International Inc. 6900 Airport Blvd. Sacramento, CA 95837	Transportation	10/1/2025	Temporary	70	Sacramento, CA	Yes	Yes

Blue Diamond Growers 1802 C Street Sacramento , CA 95811	Manufacturing	10/1/2025 3-1-26 9-1-26	Permanent	632	Sacramento, CA	Yes	Yes
Berco Redwood Inc. 4560 Auburn Blvd. Sacramento, CA 95841	Retail	10/31/2025	Permanent	13	Sacramento, CA	Yes	Yes
Downtown Streets, Inc. 2111 J Street Sacramento, CA 95816	Social Services	10/31/2025	Permanent	3	Sacramento, CA	Yes	Yes
Foundation for California Community Colleges 1102 Q Street, Suite 4800 Sacramento, CA 95811	Education	11/14/2025	Permanent	287	Sacramento, CA	Yes	Yes
Five Guys Operations Broadstone Marketplace 2750 E Bidwell St Folsom, CA 95630	Retail	11/25/2025	Permanent	16	Folsom, CA	Yes	Yes
FPI Management 800 & 1110 Iron Point Rd Folsom, CA 95630	Property Management	11/30/2025	Permanent	105	Folsom, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Dr. Boiling A Rancho Cordova, CA 95670	Healthcare	12/2/2025	Permanent	52	Sacramento, CA	yes	Yes
Omnicare 3630 Business Dr. Suite D Sacramento, CA 95820	Healthcare	12/14/2025	Permanent	64	Sacramento, CA	Yes	Yes
Centene Corporation 12033 Foundation Place Rancho Cordova, CA 95670	Information	12/19/2025	Permanent	5	Rancho Cordova, CA	Yes	Yes
Punch Bowl Social 500 J St, Ste 100 Sacramento, CA 95814	Retail	12/24/2025	Permanent	83	Sacramento, CA	Yes	Yes

Educational Testing Service 1610 R St, Ste 300 Sacramento, CA 95811	Education	12/31/2025	Permanent	757	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Dr. Rancho Cordova, CA 95670	Healthcare	1/27/26	Permanent	5	Rancho Cordova, CA	Yes	Yes
Wells Fargo 2125 Butano Dr Sacramento, CA 95825	Financial	2/6/26	Permanent	114	Sacramento, CA	Yes	Yes
Amazon Fresh Store 7530 Elk Grove Blvd. Elk Grove, CA 95757	Retail	3/13/26	Permanent	179	Elk Grove, CA	Yes	No. The employer stated in the WARN
Amazon Fresh Store 5425 Sunrise Blvd. Citrus Heights, CA 95610	Retail	3/13/26	Permanent	163	Citrus Heights, CA	Yes	Yes
Voyatek 3100 Zinfandel Ste. 250 Rancho Cordova, CA 95670	Financial	3/20/26	Permanent	54	Rancho Cordova, CA	Yes	Yes
			TOTAL	**4347**			

INFORMATION ITEM III-D
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
*January, 2026

1/14/26 - Homebase had a field trip to Wacky Tacky we prepped 70 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	33,032	31,833	31,953	1

Total Amount of Meals and Snacks Prepared   96,888

Purchases:
Food $112,140.82
Non - Food $14,998.12

Building Maintenance and Repair: $2,694.20

Janitorial & Restroom Supplies: $0.00

Kitchen Small Wares and Equipment: $0.00

Vehicle Maintenance and Repair: $2,188.20

Vehicle Gas / Fuel: $1,796.32
      Normal Delivery Days   18

SPECIAL EDUCATION REPORT
Sacramento County Head Start/Early Head Start
Breana.ware@seta.net
January 2026

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	186	14%	739	191	26%
Twin Rivers USD	156	36	23%	56	6	11%
Elk Grove USD	440	82	19%	NA	NA	NA
Sac City USD	676	91	13%	16	1	6%
San Juan USD	712	83	12%	96	7	7%
WCIC	100	6	6%	NA	NA	NA
COUNTY TOTAL	3448	484	14%	907	195	21%

**NO REPORT RECEIVED

AFE: Annual Funded Enrollment

Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2026

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment *(1/31/26)*	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
WCIC	85	91	0	107%	+7%
SETA	1260	1271	0	101%	+3%
Twin Rivers USD	148	146	0	99%	-1%
San Juan USD	640	642	0	100%	+1%
Elk Grove USD	423	421	0	100%	+3%
Sac City USD	592	562	0	95%	0%
Total	**3148**	**3133**	**0**	**100%**	**+2%**

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment *(1/31/26)*	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
SETA	746	727	0	97%	-2%
Sac City USD	24	24	0	100%	0%
San Juan USD	166	163	0	98%	+2%
Twin Rivers USD	52	51	0	98%	+6%
Total	**988**	**965**	**0**	**98%**	**0%**

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

Reasons for Program Under Enrollment

Elk Grove USD
- There are multiple factors contributing to under enrollment. Although there is a waiting list, available openings are often at sites located in different parts of the district, and transportation can be a challenge for families.
- Some families are not interested in attending schools that are far from their area of residence.
- Sites have experienced losses due to students moving during school breaks or transitioning to special education classes.
- In some cases, the next family on the waiting list has not yet completed required enrollment paperwork.

Sacramento City USD
- Early Learning & Care currently has three vacant Instructional aide positions that have been reposted and need to be filled at the American Legion, Nicholas, and Washington Sites.
- SCUSD has exhausted all Over Income Waivers and families currently seeking enrollment do not meet eligibility requirements
- Certain geographic areas continue to experience persistent under-enrollment trends. Zipcodes 95817 and 95818 have shown lower pre-school enrollment due to increased access to alternative early learning providers, including Transitional Kindergarten (TK) and private preschool programs.

San Juan USD
- The waiting list for the home-based program is low.
- Staffing continues to be a challenge; the following positions are currently vacant: Home Base teacher and ERSEA content specialist.

SETA
- The Early Head Start program had several children age out during the month of January, and the vacant spots could not be filled immediately
- Vacancies in the following positions that support enrollment: 8 Family Service Workers.

Twin Rivers USD
- Rio Linda Early Head Start waiting list is exhausted. The program will begin targeted recruiting for this area, zip codes 95673, 95560, and 95652.
- The following positions are currently vacant: Family Community Liaison (all sites), Morey Para Educator (1), 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
- The PC board continues to support outreach efforts by sharing information about openings with friends and family, identifying children who may be eligible to enroll.
- The special education department has also begun referring students who might be eligible to Head Start.
- As TK classrooms reach capacity, some TK-eligible students are accepting placement in preschool for the remainder of the school year.

Sacramento City USD
- We are actively screening and hiring for the Instructional Aide positions in close collaboration with the Human Resources Department to ensure timely staffing.
- Early Leaning & Care has expanded and sustained partnerships with internal departments and external community agencies such as: SCUSD Student Services Department, family resource centers, WIC offices, health clinics, housing agencies. These partnerships have increased the number of qualified referrals.
- SCUSD continues to utilize structured waitlist management and prioritization process to ensure vacancies are filled efficiently. Routine monitoring of enrollment data and waitlist has improved response times to open slots and reduced delays in placement.

San Juan USD
- School Community Workers and Family Engagement content specialist are attending Community care Hubbs around the district.
- ERSEA admin has been meeting with high school principals sharing the resource of the Home Base program for pregnant teens in the district.

SETA
- Family Service Workers continue contacting families on the inquiry list weekly to build the current waitlist and fill vacancies as they become available.
- Human Resources posed job openings within the following employment websites: CA Head Start Assoc., Cal Jobs, Zip Recruiter, Indeed, and ADP WFN Recruitment Portal.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Family Relations courthouse resource center, G & G Tax Service, and Alchemist Sac City Resource Event.

Twin Rivers USD
- The ERSEA team recruited at Kindergarten Round Up at the District Office.
- Banners have been posted at all four sites with a QR code to our waiting list form.
- All of the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommend staffing to HR for hiring. Contracted with Childcare Careers (CCC) substitutes to fill vacancies temporarily.
- Enrollment is ongoing; families are contacted from the ranked waiting list appropriately.

WCIC/Playmate
- In January 2026, WCIC provided 3 families with monthly bus passes 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.