

Thought of the Day:
*"A person who never made a mistake never tried
anything new."*

Author: Albert Einstein

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday August 26, 2025, 10:00 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) Head Start Policy Council 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 Council 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 Council 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 Council regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 89687540909# US (San Jose).

Meeting ID: 896 8754 0909

Passcode: 887809

[Find your local number](#)

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

Accommodations

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

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

This document and other Council 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

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of July 22, 2025, Regular Board Meeting 4-9

II. ACTION ITEMS

A. Timed Item 10:00 A.M. and Public Hearing

- Approval of Revisions to the Payroll Specialist Job Specification
(Ms. Sheri Green-Johnson) 10-16

- B.** Approval of One-time Supplemental Funds for Nutrition and Healthy Eating
for Head Start Children and Families (Ms. Melanie Nicolas) 17

- C.** Election of Policy Council Vice Chair and Parliamentarian for Program Year
2024-2025 18

- D.** Election of Community Action Board Alternate 19

III. INFORMATION ITEMS:

- A.** 2nd Quarter Strategic Plan Report (Ms. Anita Maldonado) 20

- B.** Standing Information Items 21-34

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra
Jones-Villalta
- Community Resources – PC Community Agency Representative
 - Bubble Bash
 - West Sac Rhythm on the River
 - Women's Wisdom Art Workshop
 - Yoga in the Park

- C.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 35

- D.** Governing Board Minutes for June 5, 2025 36-51

IV. COMMITTEE REPORTS:

- Executive Committee: Ms. Le Andra Jones-Villalta
- Budget/Planning Committee: Ms. Le Andra Jones-Villalta
- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta
- Social/Hospitality Committee: Ms. Le Andra Jones-Villalta
- Personnel/Bylaws Committee: Ms. Le Andra Jones-Villalta

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V. OTHER REPORTS:

- A.** Executive Director – Ms. Anita Maldonado

- B.** Head Start Deputy Director – Ms. Karen Griffith

- ✓ Monthly Head Start Report

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- C. Chair
 - ✓ PC Recruitment
- D. Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, August 19, 2025

Policy Council meeting hosted by:
Le Andra Jones-Villalta (Chair), Yaneika James (Secretary)
Graciela Garduno (Treasurer)

ROLL CALL

A member of the Policy Council will call the roll for the following members:

- ☐ Debra Gipson, Community Agency Representative
- ☐ Franschelle Brown, Foster Parent Representative
- ☐ Graciela Garduno, Treasurer, EHS San Juan Unified School District
- ☐ Aterious Cuffee, Past Parent Representative
- ☐ Le Andra Jones-Villalta, Chair, Past Parent Representative
- ☐ Rebekah Chester, SETA-Operated Program
- ☐ Javana Abrussezze, SETA-Operated Program
- ☐ Jasmine Nnachi, SETA-Operated Program
- ☐ Yaneika James, SETA-Operated Program

Members to be Seated: None

- ☐
- ☐

Applications Received: None

Seats Vacant:

Vacant, Sacramento City Unified School District
Vacant, Elk Grove Unified School District
Vacant, EHS Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant, Home Base Option
Vacant, Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, Community Agency Representative
Vacant, Community Agency Representative
Vacant, Community Agency Representative
Vacant, Grandparent Representative
Vacant, Parent Ambassador Representative
Vacant, Parent Ambassador Representative

**** Please call your alternate, Policy Council Chair (Le Andra Jones-Villalta: [916] 600-7228) or Head Start staff (Gaylon Ndiaye: [916] 591-2298 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2024-2025**

The **2024-2025** Board was seated on
November 26, 2024, January 28, February 25, and March 25, 2025

BOARD MEMBER	SITE	11/26	12/19*		1/28	2/25*	3/25	4/21*	5/27	6/24	7/22	8/26	9/23	10/28	11/25
Debra Gipson Seated 11/26	CAR	X			X	X	X	X	X	E	X				
Vacant Seated	CAR														
Vacant Seated	EGUSD														
Vacant Seated	EGUSD														
Franschelle Brown Seated 11/26	FPR	X			X	X	X	X	X	E	X				
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Aterious Cuffee Seated 11/26	PPR	X			X	X	X	E	U	X	X				
Le Andra Jones-Villalta Seated 11/26	PPR	X			X	X	E	E	X	X	X				
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS	X			X	X	X	X	X	X	X				
Vacant Seated	SOP														
Javana Abrussezze Seated 1/28	SOP	E			X	E	E	X	X	E	X				
Vacant Seated	SOP														
Rebekah Chester Seated 11/26	SOP	X			X	X	X	E	X	X	X				
Jasmine Nnachi Seated 3/25	SOP						X	X	U	X	X				
Yaneika James Seated 2/25	SOP				U	X	X	E	U	X	X				
Vacant Seated	TRUSD														
Vacant Seated	WCIC														
Vacant Seated	WCIC														

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
EHS	Early Head Start
EGUSD	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
SCUSD	Sacramento City Unified School District
SJUSD	San Juan Unified School District
SOP	SETA-Operated Program
TRUSD	Twin Rivers Unified School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present
E: Excused
R: Resigned
U: Unexcused Absence
S/B/S: Should be Seated
H: Holiday
HS: Holding Seat

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
RS: Reseat
S/B/RS: Should be Seated

 * Special Meeting

Current a/o 8/18/2025

CONSENT ITEM I-A

Approval of the Minutes of July 22, 2025, Regular Meeting

RECOMMENDATION:

Approve the minutes of July 22, 2025, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of July 22, 2025, regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday July 22, 2025, 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Le Andra Jones-Villalta called the meeting to order at 10:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Le Andra Jones-Villalta, Chair, Past Parent Representative
Aterious Cuffee, Past Parent Representative
Yaneika James, Secretary, Florin Grammar Head Start
Rebekah Chester, SETA-Operated Program
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Franschelle Brown, Foster Parent Representative
Debra Gipson, Community Agency Representative
Javana Abrussezze, SETA-Operated Program
Jasmine Nnachi, SETA-Operated Program (*arrived and seated at 10:17 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Jasmine Nnachi, SETA-Operated Program (*unexcused*)

I. **CONSENT ITEM:**

A. Approval of the Minutes of June 24, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Cuffee, second/James, to approve June 24, 2025, minutes as distributed.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

II. **ACTION ITEMS:**

A. **Timed Item 10:00 A.M. and Public Hearing**

Approval of Change to the SETA Personnel Policies and Procedures

The public hearing was opened at 10:04 a.m.

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

There were no public comments on this item. The public hearing was closed at 10:06 a.m.

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

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

B. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

Ms. Jones-Villalta reviewed the item. There were no eligible nominations at this time.

Moved/Garduno, second/Gipson, to table the election of Policy Council Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

C. Election of Community Action Board Alternate

Ms. Jones-Villalta reviewed the item. There were no nominations at this time.

Moved/Cuffee, second/Garduno, to table the election of low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 7 (Garduno, Cuffee, James, Chester, Abrussezze, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Nnachi)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han introduced himself and reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the eleventh month, which ended June 30, 2025, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 84.3%. The Non-Federal Share Year-to-Date expenditures

are at 28.1%, above the required 25%. The Administrative cost is 10.4%, below the 15% maximum countywide. The funds from the American Rescue Plan Act (ARP) and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) were reviewed. The liquidation period for these funds will end on September 30, 2025, allowing additional time to complete the projects. The review of the American Express and CitiBank credit card statements didn't reveal anything atypical.

Mr. Han reviewed the countywide Head Start and Early Head Start expenditures for the Program Year 23-24 grant extended through July 31, 2025. The reports included various projects planned to spend down the remaining funds. The Delegate Agencies continue their efforts to complete projects on time before the expiration date.

Ms. Nnachi arrived and was seated at 10:17 a.m.

- Health Service Advisory Committee (HSAC):
Ms. Jones-Villalta advised that the last HSAC meeting was held on May 28, and the upcoming End of the Year meeting is planned for October 1, 2025.
- Community Resources
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. SETA's Recruitment Update – Ms. Sheri Green-Johnson:
Mr. Ponce reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from June 13 through July 10, 2025.

C. Governing Board Minutes for June 5, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, August 12, 2025, at 11:30 a.m. at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, August 12, 2025, at 1:00 p.m. at the SETA Administrative building.
- Parent/Ambassador Committee
The next meeting date and time will be determined.
- Social/Hospitality Committee
Ms. Jones-Villalta shared that the Parent Bonding Activity took place on July 11, 2025. She mentioned that it was a great event that started with a presentation at the SETA office and then continued with bowling, laser tag, and dining at a restaurant. Six Board members attended.
- Personnel/Bylaws Committee
The next meeting date and time will be determined.

V. OTHER REPORTS:

- A.** Executive Director: No report
- B.** Head Start Deputy Director:

Ms. Uda provided a report on behalf of Ms. Griffith and informed the Board that Ms. Griffith, Ms. Khalfani, and Ms. Maldonado are attending the Executive Leadership Council Network. They hope to bring back helpful information and will return tomorrow. SETA has been assigned a new program specialist from the Office of Head Start and recently had a very productive virtual meeting. The Children and Family Services Department is optimistic that the pending items are now moving through the process, and SETA is expected to receive a grant notice of awards soon.

Additionally, the Agency has been awarded a grant from the James Irvine Foundation aimed at building internal capacity and enhancing SETA's ability to serve low-wage customers through human-centered design, guided by a cross-advisory board. Information on how to become a member of that board will be released in August.

C. Chair:

Ms. Jones-Villalta advised that PC recruitment is a continuous effort.

D. Head Start Managers:

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr provided the enrollment statistics as of June 2025: the countywide enrollment for Head Start and Early Head Start was at 99%. She advised that starting in September, enrollment must be above 97%, and centers are currently working to enroll children for the fall.

Additionally, she reported on attendance rates for the SETA-Operated program, which has a chronic absenteeism rate of 77%. For the Sacramento City Unified School District (SCUSD), the rate is 75%, while Elk Grove Unified School District (USD) reported a rate of 40%. Twin Rivers USD has a chronic absenteeism rate of 75.6%. There are currently no available numbers for San Juan USD and the Women's Civic Improvement Club of Sacramento, Inc.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:
Ms. Jones advised that the Quality Assurance unit continued to review existing policies and procedures, as well as manuals and schedules, to identify any past barriers that may have hindered support for teams in the field. They continue to explore ways to enhance training for Delegates and SETA-operated sites.
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb advised that as SETA prepares for the new program year, her team works closely with the Delegates to support them during their training weeks. They are also focused on enhancing parent engagement and communication with teachers about classroom activities for the upcoming year.
- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:
Ms. Uda informed that two new members at Facilities have been certified on forklifts, and fourteen Cook/Drivers have completed training to become ServSafe certified. The results will be available soon.

E. Open Discussion and Comments:

Ms. Chester provided additional resources from Sacramento County Office of Education (Family Fun Night at Fairytale Town on July 26, 5-6 p.m.).

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 10:50 a.m.

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

ACTION ITEM II-A-1

Timed Item 10:00 A.M. and Public Hearing

Approval of Revisions to the Payroll Specialist Job Specification

Presenter: Sheri Green-Johnson

RECOMMENDATION:

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

BACKGROUND:

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

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

PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL DUTIES

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

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;
4. Prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Reviews, reconciles, and requests payment for third-party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefits and Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Review/enter new hire entries in the payroll system;
10. Assists in the preparation of government payroll tax reporting (DE34, DE9, 941, MWR);
11. Operates office equipment and computer systems;
12. Opens and distribute mail
13. Files correspondence and other material.
14. Conduct internal audits of HRIS reports and benefit auditing between HRIS and County records;
15. Open enrollment and new hire orientation;
16. Oversee the benefit processing (billing, enrollment, reconciling, COBRA, etc.)
17. Responsible for benefit related matters;
18. Set up payment plans with employees who owe unpaid insurance premiums and monitor payments until paid in full.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

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

AND

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

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

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;

- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

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

PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL DUTIES

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

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;
4. Prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Reviews, reconciles, and requests payment for third-party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefits and Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Review/enter new hire entries in the payroll system;
10. Assists in the preparation of government payroll tax reporting (DE34, DE9, 941, MWR);
11. Operates office equipment and computer systems;
12. Opens and distribute mail
13. Files correspondence and other material.
14. Conduct internal audits of HRIS reports and benefit auditing between HRIS and County records;
15. Open enrollment and new hire orientation;
16. Oversee the benefit processing (billing, enrollment, reconciling, COBRA, etc.)
17. Responsible for benefit related matters;
18. Set up payment plans with employees who owe unpaid insurance premiums and monitor payments until paid in full.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

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

AND

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

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

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;

- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

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

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

Presenter: Melanie Nicolas

RECOMMENDATION:

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

BACKGROUND:

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

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

Application will be provided under separate cover.

Staff will be available to answer questions.

ACTION ITEM II-C

Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

RECOMMENDATION:

That the Policy Council elects a Vice Chair and a Parliamentarian. If no nominations of eligible members were made, the Chair may appoint an interim Vice Chair and Parliamentarian until eligible members fill these Officer's positions.

Vice Chair:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2024-2025. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C.

Section 2B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2C of the Bylaws states: A SOP Parent Advisory Committee (PAC) member who has not been re- elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D
Election of Community Action Board Alternate

RECOMMENDATION:

That the Council elect one alternate to serve as Low-Income Sector representative to the Community Action Board.

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
2nd Quarter Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

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

NOTES:

INFORMATION ITEM III-B

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC): Ms. Le Andra Jones-Villalta
- Community Resources – PC Community Agency Representative
 - Bubble Bash
 - West Sac Rhythm on the River
 - Women’s Wisdom Art Workshop
 - Yoga in the Park

NOTES:



Saturday, September 13

Bubble Bash at Marketplace at Birdcage

Bring out the kids for this one-of-a-kind bubble event! Enjoy multiple bubble stations, bubble performances, crafts, face painting and more!

Free

Get tickets

Date and time

 Saturday, September 13 · 11am - 1pm PDT

Get ready for a day filled with excitement at Bubble Bash sponsored by Sunrise Marketplace! This family-friendly event is perfect for kids of all ages and is sure to bring smiles and laughter to everyone!

Event Highlights:

- **Bubble Stations:** Enjoy multiple bubble-making stations where kids can create giant bubbles, bubble snakes, and more!
- **Bubble Performances:** Be amazed by our bubble artists performing dazzling tricks and shows.
- **Interactive Activities:** Participate in bubble-themed games and crafts along with face painting and balloon twisters.
- **Photo Opportunities:** Capture the magic with our bubble-themed photo stops.

Important Information

- **Admission:** The event is FREE to attend, but RSVP is required.
- **Location:** Find us at the Art Block, directly behind Jamba Juice at the Marketplace at Birdcage.

Sponsored by: [Sunrise MarketPlace](#)



August 28th – Reggae Fusion

[Rod Stinson Band](#), [Hot Plug](#), & [Brother G](#)

[West Sac Rhythm on the River](#) is held in partnership with the [Bridge District](#) and [Drake's: The Barn](#). Event starts at 5:30pm. Guests may enjoy free children's activities in our Family Fun Zone. Food and beverage will be available from Drake's and food trucks. Be sure to bring blankets and folding chairs to enjoy the show comfortably on the grass area.

NORTH SACRAMENTO FAMILY RESOURCE CENTER

WOMEN'S WISDOM ART WORKSHOP

EVERY MONDAY 10AM-11:30AM

FREE COMMUNITY ART OPPORTUNITY
1565 RIVER PARK DR. SACRAMENTO, 95815

FREE PLAYCARE FOR
KIDS DURING
WORKSHOP



All Supplies will be provided by
Women's Wisdom Art

REGISTER TODAY!





Time: 9:00 am - 10:00 am

Date: Every Saturday until September 27th

LOCATION

North Natomas Regional Park

2501 New Market Drive

Sacramento, California United States

INFORMATION ITEM III-C
SETA's Recruitment Update

BACKGROUND:

SETA continues to actively recruit, screen, interview, and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

INFORMATION ITEM III-D
SETA Governing Board Minutes

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

Members Present:

Rich Desmond, Chair, Board of Supervisors

Patrick Kennedy, Member, Board of Supervisors

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

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

Members Absent: None

Recognition of Long-term Employees:

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

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

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

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

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

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

Recognition of Long-term Labor Relations Consultant Dee Contreras

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

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

II. CONSENT ITEMS:

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

III. ACTION ITEMS:

A. General Administration

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

B. Workforce Development Department

General/Discretionary: No items

One Stop Services:

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

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

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

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

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

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

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

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

Community Services Block Grant:

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

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

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

Refugee Services: No items

C. Children And Family Services Department:

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

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

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

IV. INFORMATION ITEMS:

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

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

C. Dislocated Worker Update:

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

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

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

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

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

E. Head Start Reports: No questions

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

VI. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

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

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

C. Deputy Directors:

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

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

D. Counsel:

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

E. Members of the Board: No report

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

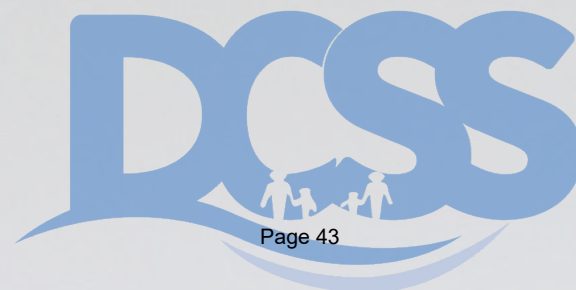
Note: The minutes reflect the actual progression of the meeting.

SACRAMENTO COUNTY

DEPARTMENT OF CHILD SUPPORT SERVICES

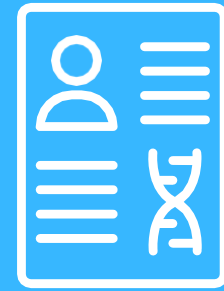
June 5, 2025

Head Start Policy Council



Tuesday, August 26, 2025

What we do



Establish Legal Parentage

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



New Child Support Orders

Establish court orders for child support and health insurance.



Court Order Compliance

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



Modification of the Court Order

Modify child support orders when appropriate.

There is a Significant Need for Child Support



50%

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

37%

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

5x

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



Child Support Makes a Big Difference



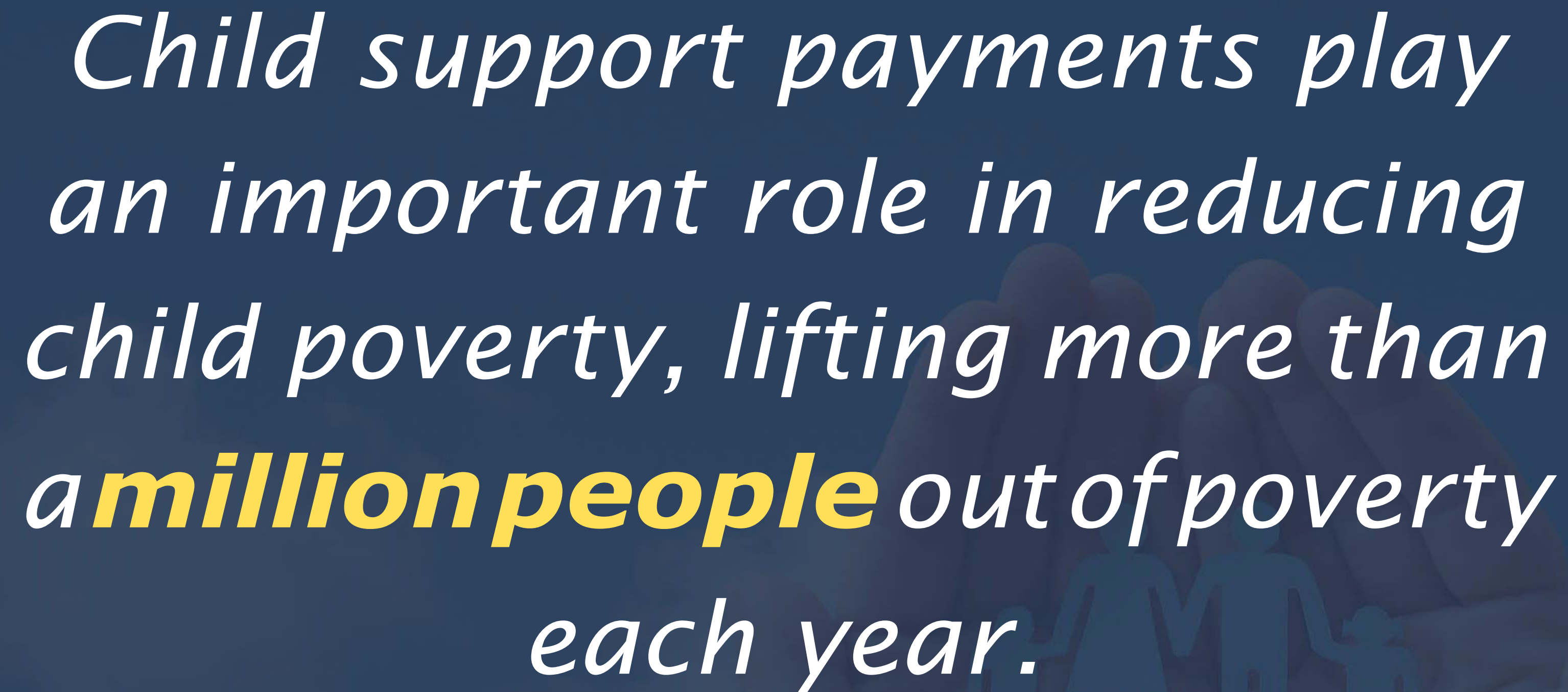
The Child Support Program serves about **one in every six** children.



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



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



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

Sacramento County Department of Child Support Services



3701 Power Inn Road
Sacramento, CA 95826



866-901-3212



www.childsupportservices.sacounty.gov



Follow us



Sacramento County
Child Support Services



sacdcss



Sacramento County DCSS



@SacDCSS

#SupportSacKids



Holistic Employment and License Program

NextGen HELP Grant

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

Current partnership with SETA includes:

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

Enhanced partnership will include:

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

Contact:
Project Manager for Sacramento DCSS

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



COMMITTEE REPORTS ITEM IV

- Executive Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Budget/Planning Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Social/Hospitality Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Personnel/Bylaws Committee: Ms. Le Andra Jones-Villalta

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report

NOTES:

C. Chair

The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

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

✓ PC Recruitment

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services

NOTES:

E. Open Discussion and Comments

This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

NOTES:

F. Public Participation

Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*July, 2025

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

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

Purchases:

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

Building Maintenance and Repair: \$2,422.69

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$729.33

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

July 2025

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

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

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

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

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

Early Head Start

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

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

Reasons for Program Under Enrollment

Elk Grove USD

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

Sacramento City USD

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

San Juan USD

- Continued reduction of 10 Early Head Start slots, due to capped classroom(s).
- San Juan Unified School District has vacancies in the following positions: ERSEA Content Specialist.
- Waitlists for Home-based programs has decreased.
- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 13, 2025.

SETA

- SETA's enrollment continues to remain above the Full Enrollment Initiative (FEI) minimum threshold of 97%. This reflects our continued efforts to maintain full enrollment through active recruitment, timely eligibility determinations, and effective community partnerships.
- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 18, 2025.

Twin Rivers USD

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

WCIC/Playmate

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

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

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

Sacramento City USD

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

San Juan USD

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

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: MBC Community Baby Shower, Super Parent Day, Family Fun and Playfest, Glo Preemies Community Baby Shower, CJUS Back to School Event, Alchemist Sacramento City School Event, and presented to La Familia and Women's Empowerment. From these events, 51 families completed Interest forms for services.

Twin Rivers USD

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

WCIC/Playmate

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