

Thought of the Day:

“Success is not final, failure if not fatal: it is the courage to continue that counts.”

Author: Winston Churchill

AGENDA

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday November 25, 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, 81646485069# US (San Jose).

Meeting ID: 816 4648 5069

Passcode: 360679

[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 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

Devoun Stewart
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.
EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- Policy Council (PC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

I. CONSENT ITEMS:

- A.** Approval of Minutes of October 28, 2025, Regular Meeting and November 4, 2025, Special Meeting 4-18

II. ACTION ITEMS

- A. Timed Item 10:00 A.M. and Public Hearing:**
 Approval of Revisions and Updates to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures (Ms. Sheri Green-Johnson) 19-31

- B.** Approval of the Carryover Request for the Program Year 2025-2026 Head Start Basic (09CH012795) (Ms. Karen Griffith) 32-33

- C.** Election of Policy Council Community Representatives and Alternates for Program Year 2025-2026 34

- D.** Election of Policy Council Officers for Program Year 2025-2026 35-36

- E.** Election of Community Action Board Alternative 37

III. INFORMATION ITEMS:

- A.** Standing Information Items 38-44

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta

- B.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 45

- C.** Governing Board Minutes for October 2, 2025 46-50

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
- 51

V. OTHER REPORTS:

- A.** Executive Director – Ms. Anita Maldonado
 - B.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
 - C.** Chair
 - ✓ PC Recruitment
 - D.** Head Start Managers
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- 52-58

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Wednesday, November 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
- 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
- Rashanetta Yates, SETA-Operated Program

Members to be Seated:

- Gabriela Panduro, Elk Grove Unified School District
- Latonya Peaks, Elk Grove Unified School District
- Craig Fowler, San Juan Unified School District
- Rebekah Chester, SETA-Operated Program (*to be reseated*)
- Javana Abrussezze, SETA-Operated Program (*to be reseated*)

Applications Received:

- Le Andra Jones-Villalta, Past Parent Representative (*to be re-seated*)

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, 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 2025-2026**

The **2025-2026** Board was seated on
November 25, 2025

BOARD MEMBER	SITE	11/25	12/16*	1/28	2/25*	3/25	4/21*	5/27	6/24	7/22	8/26	9/23	10/28	11/4*	11/25
Debra Gipson Seated 11/26/24	CAR														
Vacant Seated	CAR														
Gabriela Panduro S/B/S 11/25/25	EGUSD														
Latonya Peaks S/B/S 11/25/25	EGUSD														
Franschelle Brown Seated 11/26/24	FPR														
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Vacant Seated	PPR														
Le Andra Jones-Villalta S/B/RS 11/25	PPR														
Vacant Seated	SCUSD														
Craig Fowler S/B/S 11/25/25	SJUSD														
Graciela Garduno Seated 11/26	SJUSD/ EHS														
Vacant Seated	SOP														
Javana Abrussezze S/B/RS 11/25	SOP														
Rashanetta Yates Seated 9/23	SOP														
Rebekah Chester S/B/RS 11/25	SOP														
Jasmine Nnachi Seated 3/25	SOP														
Yaneika James Seated 2/25	SOP														
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 Reseated

 * Special Meeting

Current a/o 11/19/2025

CONSENT ITEM I-A

Approval of the Minutes of October 28, 2025, Regular Meeting and November 4, 2025, Special Meeting

RECOMMENDATION:

Approve the minutes of October 28 and November 4, 2025, meetings.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of October 28, 2025, regular meeting and November 4, 2025, special meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday October 28, 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 10:01 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
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Debra Gipson, Community Agency Representative
Franschelle Brown, Foster Parent Representative
Rebekah Chester, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program (*arrived at 10:21 a.m., seated at 10:37 a.m.*)

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Rashanetta Yates, SETA-Operated Program (*unexcused*)
Jasmine Nnachi, SETA-Operated Program (*unexcused*)
Yaneika James, Secretary, Florin Grammar Head Start (*excused*)

I. CONSENT ITEM:

A. Approval of the Minutes of September 23, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Garduno, second/Chester, to approve September 23, 2025, minutes as distributed.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

II. ACTION ITEMS:

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

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Jones-Villalta reviewed modification to the Bylaws.

Ms. Jones-Villalta opened the public hearing at 10:08

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 10:08 a.m.

Moved/Garduno, second/Jones-Villalta, to approve the first reading amendments to the PC Bylaws.

Roll call vote:

Aye: 1 (Garduno)

Nay: 2 (Brown, Gipson)

Abstention: 2 (Jones-Villalta, Chester)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

Moved/Garduno, second/Chester, to refer this item back to the PC Bylaws/Personnel Committee for additional discussion.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

B. Election of Community Action Board Representative

Ms. Jones-Villalta reviewed the item. Ms. Brown nominated herself. There were no other nominations at this time.

Moved/Chester, second/Gipson, to elect Ms. Brown to serve as low-income sector Representative to the Community Action Board.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

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

Mr. Han reviewed the item. He advised that this agenda item provides an opportunity for the Head Start Policy Council to approve the submission of the annual refunding application to CDE with a maximum reimbursement amount of approximately \$7.3M for FY 2026-2027. These funds will provide services to 860 preschoolers in full-day, full-year child development programs at the centers listed in the agenda packet.

Moved/Chester, second/Gipson, to approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDE with a maximum reimbursement

amount of approximately \$7.3M and authorize SETA's Executive Director to sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

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

Mr. Han reviewed the item. He advised that this agenda item provides an opportunity for the Policy Council to approve the submission of the annual refunding application to CDSS with a maximum reimbursement amount of approximately \$6.36M for FY 2026-2027. These funds will provide services to 401 infants/toddlers in full-day, full-year child development programs at the centers listed in the agenda packet.

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

Roll call vote:

Aye: 4 (Garduno, Chester, Brown, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 4 (Nnachi, Abrussezze, James, Yates)

III. INFORMATION ITEMS:

A. 2024-2025 Head Start/Early Head Start Program Information Report (PIR)

Ms. Nicolas presented 2024-2025 Head Start/Early Head Start PIR. Presentation is attached to these minutes.

Ms. Abrussezze arrived at 10:21 a.m. and was seated at 10:37 a.m.

B. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the second month in Program Year 2025-2026, ending September 30, 2025. He advised that total Head Start Year-to-Date expenditures are at 16.67%. The Non-Federal Share Year-to-Date expenditure is 39.4%, above the required 25%. The Administrative cost is 10.9%, below 15% maximum countywide. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

➤ Health Service Advisory Committee (HSAC):

Ms. Jones-Villalta advised that the HSAC End-of-the-Year Event was held on October 1st and was a great success. The theme was "Bloom from Within" and was geared towards nutrition and mental health.

- Community Resources
Ms. Gipson reviewed the community resources provided in the packet.

- C. SETA's Recruitment Update – Ms. Sheri Green-Johnson:
Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from September 12 through October 9, 2025. Ms. Green-Johnson also noted that there are currently seventy SETA employees on leave.
- D. Governing Board Minutes for September 4, 2025: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Tuesday, November 19, 2025, at 11:30 a.m., at the SETA Administrative building.
- Budget/Planning Committee:
The next meeting date and time are to be determined.
- Parent/Ambassador Committee
The next meeting date and time are to be determined.
- Social/Hospitality Committee
The next meeting will be held today, Tuesday, October 28, 2025, at 11:30 a.m., at the SETA Administrative building.
- Personnel/Bylaws Committee
The next meeting date and time are to be determined.

V. OTHER REPORTS:

- A. Executive Director: No report
- B. Head Start Deputy Director: No report
- C. Chair:
Ms. Jones-Villalta stated that the Policy Council members are continuing to work on recruitment.
- D. Head Start Managers:
 - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:
Ms. Uda reviewed the Head Start Performance Standard 1302.44 Child nutrition. (a) *Nutrition service requirements*. That states, a program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. SETA is meeting this requirement fully. Ms. Uda reviewed the food report, which contained details about the food services provided and was included in the agenda packet. SETA's Facilities team continues to assist the Delegates with the installation of chimes and bells.

To prepare for the upcoming federal review, Facilities are implementing a new inventory and tracking system. Additionally, preventative maintenance is being conducted.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb mentioned that there are currently twenty-one vacancies in the Children and Family Services Department. The hope is to reduce this number by hosting a job fair, likely after the Thanksgiving holidays.

Ms. Lamb stated that preparations for the federal review are ongoing, and assistance is being given to Delegates and partners.

- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems: Ms. Jones provided a recap of the recent HSAC End-of-the-End event, highlighting topics that were presented, including ultra-processed foods. Additionally, the HSAC members are scheduled to have a recap meeting soon to discuss the past event and the continuation of their service on the Committee for the upcoming year.

Ms. Brown recommended partnering with the Food Literacy Center located at Leataata Floyd Elementary School. Ms. Jones thanked Ms. Brown for the information provided.

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report

Ms. Jones-Villalta asked the Board to consider going to a short recess.

Moved/Garduno, second/Abrussezze, to recess for ten minutes.

Roll Call:

Aye: 2 (Garduno, Abrussezze)

Nay: 3 (Chester, Brown, Gipson)

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, James, Yates)

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting was adjourned at 11:18 a.m.

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

Program Information Report
PIR
2024-2025

Countywide Enrollment

Program	Total Number of Classes
Head Start	165
Early Head Start	69

Funded Enrollment	Actual Enrollment
Head Start 3448	4108
Early Head Start 977	1658 (60 Pregnant Women enrolled)

Countywide Program Information

2024 -25

Family Services

Head Start

Families Experiencing Homelessness-4%

TANF- 23%

WIC- 58%

SNAP- 46%

EHS

Families Experiencing Homelessness-8%

TANF- 24%

WIC- 72%

SNAP- 54%

Race & Ethnicity: HS/EHS

Ethnicity	
Hispanic	40%
Non-Hispanic	57.3%

Race	
Am. Indian /Alaska Native	1%
Asian	16.7%
Black/ African American	23.7%
Native Hawaiian/ Pacific Islander	1.1%
White	32.2%
Bi-Racial/ Multi Racial	11%
Other or Unspecified	15.2%

Health Services: HS/EHS

Head Start

- Medical Home- 96%
- Medical Insurance- 97%
- Complete Medical Screens- 72%
- Up to date Oral Exams- 79%
- Up to date Immunizations- 99%

EHS

- Medical Home- 91%
- Medical Insurance- 92%
- Complete Medical Screens- 46%
- Up to date Oral Exams- 86%
- Up to date Immunizations- 89%
- Completed Education Screenings- 75%
- Pregnant Women- 60
- Prenatal Care- 100%
- Postpartum Care- 55%

Disability Services

EHS

Percentage of Children with Individualized Family Services Plans (IFSP)

14%

HS Preschool

Percentage of Children with Individualized Education Plans (IEP)

14%



Thank You



MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Special Meeting

Tuesday November 4, 2025, 11:00 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 11:00 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
Graciela Garduno, Treasurer, EHS San Juan Unified School District
Debra Gipson, Community Agency Representative
Franschelle Brown, Foster Parent Representative
Rebekah Chester, SETA-Operated Program
Javana Abrussezze, SETA-Operated Program

New Members Seated Present: None

New Members to be Seated/Reseated but Absent: None

Members Absent:

Yaneika James, Secretary, Florin Grammar Head Start (*excused*)
Jasmine Nnachi, SETA-Operated Program (*excused*)
Rashanetta Yates, SETA-Operated Program (*unexcused*)

I. ACTION ITEMS:

A. Timed Item 11:00 AM. and Public Hearing:

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Jones-Villalta reviewed modification to the Bylaws.

Ms. Jones-Villalta opened the public hearing at 11:08 a.m.

There were no public comments.

Ms. Jones-Villalta closed the public hearing at 11:08 a.m.

Ms. Griffith clarified that the Board is voting on a modification of the Bylaws, not on the Code of Conduct mentioned in the Bylaws. The Code of Conduct will be presented for consideration separately once it is completed and will not take effect until approved by the Policy Council.

Moved/Abrussezze, second/Garduno, to approve the first reading amendments to the Sacramento County Head Start/Early Head Start Policy Council Bylaws.

Roll call vote:

Aye: 5 (Garduno, Chester, Brown, Gipson, Abrussezze)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (James, Nnachi, Yates)

II. ADJOURNMENT: The meeting was adjourned at 11:12 a.m.

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

**ACTION ITEM II-A
TIMED ITEM 10:00 A.M. AND PUBLIC HEARING
Approval of Revisions and Updates to Policy 11.18 – Remote Work Policy to the SETA
Personnel Policies and Procedures**

Presenter: Sheri Green-Johnson

RECOMMENDATION:

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

BACKGROUND:

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

The Governing Board is scheduled to act on the policy on December 4, 2025.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Remote Work Policy and Process

Section 11.18

A. Rationale

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

B. Policy

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

some flexibility with this requirement.

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

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C. Equipment

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

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

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D. Work Space Requirements

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

E. Communication and Confidentiality

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

F. Position Eligibility

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

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

4. Are not essential to the management of on-site workflow.

F.G. Requesting Remote Work

Employees should be aware that remote work:

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

Process for requesting remote work:

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

H. Remote Work Approval Renewal

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

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

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I. Performance or Disciplinary Recall

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

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

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

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

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

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

J. Working Hours

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

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

Participating employees:

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

supervisor.

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

K. Policy Not Subject to Grievance or Appeal

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

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

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

Remote Work Policy and Process

Section 11.18

A. Rationale

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

B. Policy

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

some flexibility with this requirement.

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

C. Equipment

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

D. Work Space Requirements

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

E. Communication and Confidentiality

1. The employee must have a method of receiving and responding to communications from other staff, supervisors, and any other business-related communication while working remotely. This includes being available via phone and/or email during working hours as well as responding within appropriate timeframes. Personal mobile phones should not be used for business purposes unless receiving a mobile phone allowance in lieu of an Agency-provided mobile phone.
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- d. Must account for and report time spent working remotely the same way they would at the physical worksite, or according to the terms of their remote work agreement.
- e. May work overtime only when directed or approved to do so in advance by their supervisor.
- f. Must obtain approval to use vacation, sick, or other paid leave in the same manner as employees who do not work remotely.
- g. Shall ensure dependent care will not interfere with work responsibilities.
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hours worked and the sick leave hours used.

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

ACTION ITEM II-B

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

Presenter: Karen Griffith

RECOMMENDATION:

Approve the carryover request to move the EHS Playstructure Purchase and Install in the amount of \$150,000 from Program Year 2024-2025 to Program Year 2025-2026.

BACKGROUND:

At the April 23, 2024, Policy Council meeting, members of the Board approved a Program Year 2024-2025 Non-Competing (New) Application Request. Within the budget included an Early Head Start Play Structure request for the amount of \$150,000. During the 2024-25 Program Year, SETA was unable to complete the project due to its focus on completing the Northview Major Renovation (Outdoor Area) 1303 project. SETA plans on starting the Sharon Neese play structure purchase and installation during the second half of Program Year 2025-2026, with a completion estimate of no later than July 2026.

SETA staff are available for any questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____



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

Background

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

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

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

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

EHS Basic – \$150,000

Equipment - \$150,000

The carryover funds will be used to purchase and install a Early Head Start Play Structure at the Sharon Neese Early Learning Center. SETA submitted this request during it's Non-Complete (New) application on April 29, 2024. During the 2024-25 program year, SETA was unable to complete the project due to its focus on completing the Northview Major Renovation (Outdoor Area) 1303 project. SETA plans on starting the Sharon Neese play structure purchase and installation during the second half of Program Year 2025-2026, with a completion estimate of no later than July 2026.

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

Head Start/Early Head Start Basic
\$37,500

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

Head Start/Early Head Start – 37,500

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

ACTION ITEM II-C

Election of Policy Council Community Representatives and Alternates for Program Year 2025-2026

RECOMMENDATION:

That the Policy Council (PC) elect Community Representative and Alternates.

BACKGROUND:

This agenda item provides an opportunity for PC to elect Community Representatives for Program Year 2025-2026. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: Parent Representatives

C. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassadors shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Agency Representatives elected by the PC. There will be three (3) alternate positions.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D
Election of Policy Council Officers for Program Year 2025-2026

RECOMMENDATION:

That the Policy Council elect Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2025-2026. 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.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head

ACTION ITEM II-D (continued)
Page 2

Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.

- 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.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and 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-E
Election of Community Action Board Representative

RECOMMENDATION:

That the Council elects one member to serve as the alternate to the Low-Income Sector representative of 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 (alternates) to the Community Action Board receive reimbursement for meeting attendance.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A

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

NOTES:

INFORMATION ITEM III-B
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

Thursday October 2, 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 9:02 a.m. The roll was called, and a quorum was not established. A quorum was established at 9:16 a.m.

Members Present:

Patrick Kennedy, Member, Board of Supervisors

Rich Desmond, Chair, Board of Supervisors

Eric Guerra, Vice Chair, City of Sacramento (*arrived and seated at 9:16 a.m.*)

Mai Vang, Member, City of Sacramento (*arrived and seated at 9:16 a.m.*)

Members Absent: None

Recognition of Long-term Employees:

Ms. Betsy Uda, Head Start Manager (35 years of service)

Ms. Karen Griffith congratulated Ms. Betsy Uda on her 35 years at SETA and provided her background highlights.

Ms. Doris Bernard, Head Start Home Visitor (25 years of service)

Mr. Cristian Buckhalter congratulated Ms. Doris Bernard on her 25 years at SETA and provided her background highlights.

Ms. Shameek Ford, Children and Family Services Family Engagement Program Officer (20 years of service)

Ms. Lisa Carr congratulated Ms. Shameek Ford on her 20 years at SETA and provided her background highlights.

Mr. Guerra and Ms. Vang arrived and were seated at 10:16 a.m. A quorum was established.

III. CONSENT ITEMS:

- A. Approval of Minutes of September 4, 2025, Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the Board of State and Community Corrections (BSCC) and Approval to Accept Proposition 47 Cohort 5 Grant Funds, and Authorize SETA's Executive Director to Sign the Agreement, any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source

- D. Appointment of Member to the Community Action Board
- E. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2026
- F. Approval of Agreement to Extend the Term of Current Memorandum of Understanding Between the Sacramento Employment and Training Agency (SETA) and the Unified SETA Employees, American Federation of State, County and Municipal Employees (AFSCME), Local 146

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

- A. Approval of Minutes of September 4, 2025, Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the Board of State and Community Corrections (BSCC) and Approval to Accept Proposition 47 Cohort 5 Grant Funds, and Authorize SETA's Executive Director to Sign the Agreement, any Documents Pertaining to the Agreement, and Obtain City/County Approval of a New Funding Source
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- F. Approval of Agreement to Extend the Term of Current Memorandum of Understanding Between the Sacramento Employment and Training Agency (SETA) and the Unified SETA Employees, American Federation of State, County and Municipal Employees (AFSCME), Local 146

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

IV. ACTION ITEMS:

A. General Administration

1. Approval of the Appointment of Youth Committee Member

Ms. Lauren Mechals reviewed the item and informed the Board that both the Sacramento Works Youth Committee and the Sacramento Works, Inc. Board have approved the recommendation to appoint Mr. David Sakauye to the Sacramento Works Youth Committee. Mr. Sakauye has been an active participant in numerous meetings and summer youth programs. He has also contributed to the work-readiness curriculum developed by SETA for the SMUD youth program and currently works at a job center as a Youth Voice Advocate.

Moved/Vang, second/Guerra, to approve the appointment of Mr. Sakauye to the Sacramento Works Youth Committee.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Maldonado reviewed the item. She recommended the appointment of Mr. Devoun Stewart as the public representative member to the SETA Governing Board.

The members of the Board spoke in support of this recommendation based on Mr. Devon's extensive experience and education.
Moved/Guerra, second/Vang, to approve the appointment of Mr. Devoun Stewart, Ph.D., as the public representative member to the SETA Governing Board and forward such nomination for approval to the City Council and Board of Supervisors.

Roll call vote:
Aye: 4 (Desmond, Guerra, Kennedy, Vang)
Nay: 0
Abstention: 0
Absent: 0

B. Workforce Development Department

General/Discretionary:

1. Approval of License for Facilities Use Agreement with the Highlands Community Charter School and Authorize the Executive Director to Execute the Agreement

This item was folded.

One Stop Services:

2. Agree with the Sacramento Works, Inc. Board to Approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2025-2026, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD)

Ms. O'Camb noted that it is a recurring agenda item. Annually, SETA transfers up to 100 percent of Dislocated Worker funds to the WIOA Adult funds. This year, the amount expected to be transferred from the Dislocated Worker funds to the Adult allocation is up to \$4,373,490. The Sacramento Works, Inc. Board approved this transfer at its September 24, 2025, meeting.

Moved/Desmond, second/Kennedy, to approve the transfer of up to 100 percent, or \$4,373,490, in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2025-2026 and authorize staff to submit a request to transfer the funds to the State of California, EDD.

Roll call vote:
Aye: 4 (Desmond, Guerra, Kennedy, Vang)
Nay: 0
Abstention: 0
Absent: 0

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

C. Children And Family Services Department: No items

I. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Closed Session was entered at 9:33 a.m. Returned from Closed Session at 9:37 a.m.

There was nothing to report out.

Mr. Desmond left at 9:37 a.m.

II. SPECIAL GUEST: Jonathan Raymond, Highlands Community Charter Schools Executive Director

Mr. Raymond unveiled his visionary plans for the rebuilding and transformation of the Highlands Community Charter Schools.

V. INFORMATION ITEMS:

- A.** Fiscal Monitoring Reports: No questions
- B.** Employer Success Stories and Activity Report:
Mr. Walker reported that SETA is collaborating with the Department of Human Assistance (DHA) to host a large job fair for DHA customers. Currently, about 25 employees are signed up to participate in this event on October 28, 2025.
- C.** Dislocated Worker Update:
In response to Mr. Guerra's question, Mr. Walker advised that no WARN notices were issued for Starbucks at this time. Four facilities have closed in Sacramento County.
- D.** Unemployment Update/Press Release from Employment Development Department: No questions
- E.** Head Start Reports: No questions

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

VII. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director:
Ms. Maldonado advised that, so far, the current government shutdown hasn't caused any disruptions to the Agency's payment management system for any of the funding sources. However, SETA is aware that processing times and support from federal agencies may be slower than usual during the shutdown. SETA will continue to monitor the situation very closely.

Additionally, a video recap of the last All Staff Meeting was shown. Mr. Guerra, who attended the meeting, shared that it was a great event.

- C.** Deputy Directors: No report
- D.** Counsel: No report
- E.** Members of the Board:
Mr. Kennedy expressed his gratitude to the SETA staff for participating in the District II Family Fun Resource Fair on September 20th.

Mr. Guerra conveyed his desire to continue efforts to establish the Head Start program on college campuses.

VIII. ADJOURNMENT: The meeting adjourned at 10:03 a.m.

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

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:

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

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

*October, 2025

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

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

Purchases:

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

October 2025

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

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

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

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

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

Head Start

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

Early Head Start

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

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

Reasons for Program Under Enrollment

Elk Grove USD

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

Sacramento City USD

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

San Juan USD

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

SETA

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

Twin Rivers USD

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

WCIC/Playmate

- WCIC enrollment continues to be at 100%.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

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

Sacramento City USD

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

San Juan USD

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

SETA

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

Twin Rivers USD

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

WCIC/Playmate

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