

Thought of the Day:

“You may not control all the events that happen to you, but you can decide not to be reduced by them.”

Author: Maya Angelou

AGENDA

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Regular Meeting

Tuesday March 24, 2026, 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 Beatriz Ramirez at (916) 263-5124, 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, 81419163876 # US (San Jose).

Meeting ID: 814 1916 3876

Passcode: 329253

[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) 263-5124. 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

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County of Sacramento

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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

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	✓ Monthly Head Start Report	
	C. Chair	
	✓ PC Recruitment	
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	✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services	
	✓ 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: Tuesday, March 17, 2026

Policy Council meeting hosted by:
Le Andra Jones-Villalta (Chair) and Craig Fowler (Parliamentarian)

ROLL CALL

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

- Gabriela Panduro, Elk Grove Unified School District
- Craig Fowler, Parliamentarian, San Juan Unified School District
- Le Andra Jones-Villalta, Chair, Past Parent Representative
- Rebekah Chester, SETA-Operated Program
- Javana Abrussezze, SETA-Operated Program
- Franschelle Brown, Foster Parent Representative
- Ahmad Urfanzada, SETA-Operated Program
- Wanda Thomas-Johnson, Grandparent Representative
- Dallas Tillis, Women's Civic Improvement Club of Sacramento, Inc. (WCIC)
- Tiffany Millier, Women's Civic Improvement Club of Sacramento, Inc. (WCIC)
- Graciela Garduno, EHS San Juan Unified School District

Members to be Seated:

- Mohammad Shinwary, San Juan Unified School District

Applications Received:

-

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, SETA-Operated Program
Vacant, SETA-Operated Program
Vacant, 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, December 2, 2025, and January 27, 2026.

BOARD MEMBER	SITE	11/25	12/02*	12/16*	1/27	2/24*	3/24	4/21*	5/26	6/23	7/28	8/25	9/22	10/27
Gabriela Panduro Seated 11/25/25	EGUSD	X	X		E	U								
Vacant Seated	EGUSD													
Franschelle Brown Seated 12/02	FPR	X	X		X	X								
Wanda Thomas-Johnson Seated 1/27/26	GPR				X	X								
Vacant Seated	PAR													
Vacant Seated	PPR													
Le Andra Jones-Villalta Seated 11/25	PPR	X	X		X	X								
Vacant Seated	SCUSD													
Craig Fowler Seated 11/25/25	SJUSD	X	X		X	X								
Mohammad Shinwary S/B/S 3/24/26	SJUSD					U								
Graciela Garduno Seated 2/24/26	SJUSD/ EHS	X			U	X								
Ahmad Urfanzada Seated 1/27/26	SOP				X	X								
Javana Abrussezze Seated 11/25	SOP	X	X		E	X								
Vacant Seated	SOP													
Rebekah Chester Seated 11/25	SOP	X	X		X	X								
Vacant Seated	SOP													
Vacant Seated	SOP													
Vacant Seated	TRUSD													
Dallas Tillis Seated 2/24/26	WCIC				U	X								
Tiffany Miller Seated 2/24/26	WCIC				U	X								

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 3/16/2026

CONSENT ITEM I-A

Approval of the Minutes of February 24 2026, Regular Meeting

RECOMMENDATION:

Approve the minutes of February 24, 2026, meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of February 24, 2026, regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday February 24, 2026, 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
Craig Fowler, San Juan Unified School District
Rebekah Chester, SETA-Operated Program
Franschelle Brown, Foster Parent Representative
Javana Abrussezze, SETA-Operated Program
Ahmad Urfanzada, SETA-Operated Program
Wanda Thomas-Johnson, Grandparent Representative

New Members Seated/Re-seated Present:

Dallas Tillis, Women’s Civic Improvement Club of Sacramento, Inc. (WCIC)
Tiffany Millier, Women’s Civic Improvement Club of Sacramento, Inc. (WCIC)
Graciela Garduno, EHS San Juan Unified School District

Applications Received: None

New Members to be Seated/Reseated but Absent:

Mohammad Shinwary, San Juan Unified School District (unexcused)

Members Absent:

Gabriela Panduro, Elk Grove Unified School District

I. CONSENT ITEM:

A. Approval of the Minutes of January 27, 2026, Regular Meeting

The minutes were reviewed.

Moved/Abrussezze, second/Brown, to approve January 27, 2026, regular meeting, minutes as distributed.

Roll call vote:

Aye: 9 (Chester, Brown, Fowler, Abrussezze, Urfanzada, Thomas-Johnson, Tillis, Millier, Garduno)
Nay: 0

Abstention: 1 (Jones-Villalta)
Absent: 1 (Panduro)

II. ACTION ITEMS:

A. Election of Policy Council Vice Chair, Secretary, and Treasurer for Program Year 2025-2026

Ms. Jones-Villalta reviewed the item. There were no eligible nominations for the available officer positions.

Moved/Abrussezze, second/Brown, to table the election of Vice Chair, Secretary, and Treasurer to the next meeting.

Roll call vote:

Aye: 9 (Chester, Brown, Fowler, Abrussezze, Urfanzada, Thomas-Johnson, Tillis, Millier, Garduno)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Panduro)

B. Election of Community Action Board Alternative

Ms. Jones-Villalta reviewed the item. There were no qualifying members to nominate for the position.

Moved/Garduno, second/Chester, to table the election of alternate to the Low-Income Sector representative of the Community Action Board to the next meeting.

Roll call vote:

Aye: 9 (Chester, Brown, Fowler, Abrussezze, Urfanzada, Thomas-Johnson, Tillis, Millier, Garduno)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Panduro)

C. Approval of Head Start/Early Head Start Parent Advisory Committee/Policy Council and Subcommittees Code of Conduct

Ms. Ndiaye reviewed the item.

Moved/Abrussezze, second/Thomas-Johnson, to approve the Head Start/Early Head Start Parent Advisory Committee/Policy Council and Subcommittees Code of Conduct.

Roll call vote:

Aye: 9 (Chester, Brown, Fowler, Abrussezze, Urfanzada, Thomas-Johnson, Tillis, Millier, Garduno)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 1 (Panduro)

III. INFORMATION ITEMS:

A. 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 sixth month of Program Year 2025-2026, ending January 31, 2026. He advised that total Head Start Year-to-Date expenditures are at 43%, which is slightly low because delegates had not submitted their January claims at the time of reporting. Staff are currently working on a budget modification request to determine whether any unspent funds can be repurposed within Sacramento County. An update will be shared next month.

The Non-Federal Share Year-to-Date expenditure is 33%, which is above the required 25%. Mr. Han does not expect to request a non-federal share this year for Sacramento County. Administrative costs are at 11%, which is below the 15% countywide maximum.

The SETA Operated Programs Expenditures for Head Start/Early Head Start reports were reviewed. Categories below 50% of the budget will be reviewed to determine whether funds can be utilized elsewhere. The substitutes category is over 100%; however, the personnel category for Head Start is under 50%, which offsets the difference. For Early Head Start, personnel funds are slightly over budget, but some state funds may be reallocated.

The American Express statement showed a charge for Katom for an industrial dishwasher. The CitiBank credit card statement didn't reveal anything out of the ordinary.

Ms. Jones-Villalta asked if there will be a job fair to hire Associate Teachers. Ms. Griffith will work with Ms. Green-Johnson to determine if there are sufficient vacancies.

Ms. Brown asked about the \$950 amount for gift cards in the last report. Mr. Han confirmed it was categorized incorrectly and should have been categorized under workforce.

➤ **Health Service Advisory Committee (HSAC):**

Ms. Jones-Villalta reported that HSAC partners with community and agency members in Sacramento County to speak on the importance of child nutrition and mental health in supporting children's education. She noted that MyPlate.gov has been discontinued and encouraged staff to visit realfood.gov.

Ms. Jones-Villalta also stated that the HSAC Committee is seeking speakers with a background in nutrition or education for their final meeting and requested that any recommendations be sent to her.

➤ **Community Resources:**

Ms. Rebekah Chester reviewed the community resources provided in the packet.

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

Ms. Green-Johnson introduced the new Human Resources Manager, Ms. Stacie Racho-Ortiz, who will be taking over next month. She then reviewed the recruitment data provided

in the agenda packet backup information, covering the period from January 20, 2026, through February 13, 2026.

Ms. Jones-Villalta asked whether parents on the board were invited to participate in screening and interview panels. Ms. Green-Johnson confirmed that they were. Ms. Jones-Villalta encouraged members to respond and participate when the opportunities arise.

C. Governing Board Minutes for November 6, 2025: No questions

IV. COMMITTEE REPORTS:

- **Executive Committee**
The next meeting will be held on Tuesday, Mar 10, 2026, at 11:30 a.m. at the SETA Administrative building.
- **Budget/Planning Committee:**
The next meeting will be held on Tuesday, Mar 10, 2026, at 1:00 p.m. at the SETA Administrative building.
Ms. Chester attended the February Budget meeting and shared that approval was received to extend the grant for the San Juan playgrounds.
- **Parent/Ambassador Committee**
The next meeting will be held on March 17, 2026, at 11:30 a.m. at the SETA Administrative building.
- **Social/Hospitality Committee**
The next meeting will be held on February 27, 2026, at 2:00 p.m. at the SETA Administrative building.

V. OTHER REPORTS:

A. Executive Director: No report

B. Head Start Deputy Director:

Ms. Griffith shared that SETA is the grantee for Sacramento County and distributes federal funds to delegate agencies such as San Juan, Twin Rivers, Elk Grove, WCIC, Sacramento City. The grant for the next program year must be submitted by May 1, so programs are currently reviewing their structures and any changes they may implement for the upcoming year. She reported that Sac City is experiencing financial challenges as a district and may need to make program changes to continue its program. Their final decision will most likely go to the board on March 5. Ms. Griffith added that CP Huntington is owned by SCUSD, but SOP leases the space and will continue serving children there until Sac City decides to sell the property. Ms. Griffith stated that she does not anticipate changes from San Juan, WCIC, or Elk Grove; however, Twin Rivers, Sac City, and SOP may have slight program adjustments.

SOP will have a CDE review in March that will focus on state funded preschool classes. Ms. Griffith also shared that staff are finalizing the self-assessment as part of the grant process, which includes identifying strengths and opportunities for growth. Staff are also reviewing budget modifications to determine how best to utilize available funds. Additionally, staff are moving forward with the 1303 construction applications submitted for San Juan. Three of the four projects were approved and moving forward.

C. Chair:

Ms. Jones-Villalta shared that a free education clinic will be held on Thursday, February 26 from 4:00-7:00 p.m., hosted by the Black Parallel School Board and Disability Rights California. Parents can receive free advice and learn about their child's rights regarding IEP and 504 plans.

She also announces that SCOE and Sacramento County Planning Council will host a Play Fest on April 25 2026, from 5:00-7:00 p.m. at Fairytale Town.

Ms. Jones-Villalta reported that PC is still recruiting members and welcomed the new members. She also shared that the Parent Ambassadors Committee will be hosting another recruitment barbecue event.

Additionally, efforts are underway to recruit community representatives by sending a memo to community agencies.

D. Head Start Managers:

- ✓ **Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:**
Ms. Uda introduced herself and welcomed the new members. She shared that she hopes the Mirasol site will be licensed by end of March. She explained that Head Start wide safety practice requires centers to maintain emergency disaster kits and food supplies in case of emergencies where staff and children cannot leave the site. Disaster plans also include instructions and procedures outlining what to do in those situations.
- ✓ **Megan Lamb - School Readiness, Special Education, and Mental Health Services:**
Ms. Lamb introduced herself and welcomed the new members. She shared that staff are preparing for the FA2 review. They're currently conducting classroom observations and working on self-assessments for delegate agencies and hope to present the results to the board by April or May. She also noted that staff work with families to help transition children with IEPs to kindergarten by coordinating with ADA providers to ensure a smooth transition.
- ✓ **Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:**
Ms. Jones introduced herself and welcomed the new members. She shared the outcomes from the first quarter countywide unannounced safety and supervision monitoring. Quality Assurance Analysts monitored seventy-six classrooms countywide. Areas identified for improvement including posting the child count and ensuring required documents are displayed in classrooms. She also reviewed the new Dietary Guidelines for Americans, which place a greater emphasis on lean proteins, dairy, healthy fats, fruits and vegetables. Menus will eventually be updated to comply with USDA requirements.
- ✓ **Lisa Carr - Family Engagement, Home Base, and ERSEA Services:**
Ms. Carr introduced herself and welcomed the new members. She shared that countywide family engagement meetings are held every two months. During these meetings, families often ask about affordable housing, improving job skills, and strengthening positive parent-child relationships. She will find out when the next Ready Rosie family engagement social will be held and will share the information with Ms. Ndiaye. Ms. Carr also reviewed the countywide enrollment report included in the packet. Ms. Jones-Villalta asked Ms. Carr to inform Family Service Workers that the committee would like a list of parent meeting dates and times so Parent Ambassadors can attend and participate. Ms. Carr added that staff will also be tabling at the event at Fairytale Town.

E. Open Discussion and Comments:

Ms. Brown shared that she will be providing updates on the Cross-Advisory Board and Community Action Board meetings.

Mr. Fowler emphasized the importance of speaking with elected representatives about the work being done and mentioned that there will be a march for Head Start Advocacy Day on March 17 at the Capitol. Staff interested can sign up with Ms. Ndiaye.

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.

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

RECOMMENDATION:

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

Vice Chair:

Treasurer:

Secretary:

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.

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.

ACTION ITEM II-A (continued)
Page 2

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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-B
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: _____

ACTION ITEM II-C

Approval of Budget Modification Request for the Program Year 2025-26 Head Start and Early Head Start Basic (09CH012795)

Presenter: Karen Griffith

RECOMMENDATION:

Approve the budget modification for the 2025-26 Head Start Basic Funds.

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification for the Head Start/Early Head Start Basic and T&TA grant funding totaling \$1,001,000 (\$746,000 Head Start and \$255,000 Early Head Start). The funds are being reallocated from the Fringe and Other cost categories to the Personnel, Equipment and Travel (Out-of-State) categories. SETA is planning to offer staff additional staff hours for training and to ensure staff are meeting all documentation expectations as well as maintaining safe and healthy learning environments for the children. SETA is planning on sending additional staff to the WIPFLI National Conference (Las Vegas, NV). SETA is also planning on making the following Equipment purchases:

Agency	Item Purchased	Rationale	Total Anticipated Cost	Head Start Allocation	Early Head Start Allocation
SETA	Kitchen Vehicle Replacement*	Vehicle was previously in an accident and no longer in working condition.	\$55,000*	\$8,000*	\$5,000*
SETA	Shade Structure – Mirasol ELC	New ELC – currently no shade structure.	\$50,500	\$36,000	\$14,500
SETA	IT Equipment - Server	Outdated servers will no longer be supported in 2027.	\$600,000***	\$290,000***	\$170,000***
SETA	IT Equipment – Networking Equipment	Networking equipment to ensure sites maintain quality connections.	218,385***	102,000***	60,500***
Elk Grove USD**	ADA Ramp – Foulks Ranch Elementary	Ensure site has an ADA compliant ramp for the Foulks Ranch classroom.	\$15,000	\$15,000	-
Totals				\$451,000	\$250,000
*SETA received \$42,223.07 from Philadelphia Insurance because of the vehicle accident. The vehicle is no longer in working condition. SETA will use the funds received from the insurance payout towards the purchase of the replacement van. SETA anticipates the replacement vehicle kitchen van to be about \$55,000. As a result, SETA is requesting \$55,000 towards the purchase of the new vehicle, with only \$13,000 of new funding from the current year grant.					
**EGUSD’s funding will be coming from the Contractual cost category.					
***Remainder of the funding will be coming from other SETA funding sources (Workforce Development Grants).					

Below is a summary of the changes to both the Head Start Basic and Early Head Start Basic grants (09CH012795).

Cost Category	Head Start Basic			Early Head Start Basic		
	Budget	Budget Modification	Updated Budget	Budget	Budget Modification	Updated Budget
Personnel	\$15,292,636	\$300,000	\$15,592,636	\$7,362,779	-	\$7,362,779
Fringe Benefits	9,076,180	(685,000)	8,391,180	4,369,810	-	4,369,810
Travel	28,000	10,000	38,000	5,000	\$5,000	10,000
Equipment	-	436,000	436,000	-	250,000	250,000
Supplies	365,000	-	365,000	235,000	-	235,000
Contractual	*21,983,162	-*	*21,983,162	6,333,134	-*	6,333,134
Construction	-	-	-	-	-	-
Other	4,539,551	(61,000)	4,478,551	2,099,553	(255,000)	1,844,553
Total	51,284,529	-	51,284,529	20,405,276	-	20,405,276
<p>*Elk Grove Unified School District's Budget Modification will be made within the Contractual Cost Category. They are requesting \$15,000 in funds to be moved from their Personnel Category to their Equipment Category.</p>						



**Budget Justification for Budget Modification Request
for Program Year 2025-2026
Head Start and Early Head Start Basic and Training and Technical Assistance
(T&TA)
09CH012795**

The Budget Justification addresses the following request:

- 1.) Budget Modification for PY 2025-26 Head Start and Early Head Start Basic and T&TA funding.
- 2.) Prior Approval for various Equipment related purchases and installations.

Background

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the PY 25/26 Head Start Basic (\$746,000) and Early Head Start Basic (\$255,000) totaling **\$1,001,000**. The funds are being repurposed from underspent funds from Fringe Benefits and Other and being moved to Personnel, Travel (out-of-state) and Equipment.

Details of the Budget Modification are provided below.

Head Start Basic Budget Modification

Personnel – (\$300,000)

SETA is requesting a budget modification to move funds to its personnel cost category. The funds would be utilized to support safe and quality classroom environments. Funds would be used to allow staff to attend various training opportunities (SETA’s Summer Series and Restorative Practices for Caregivers). Funds will support individuals wanting to enter the early childhood education field by continuing to offer the apprenticeship program. The funds will also be utilized for extra work hours to ensure staff are meeting all documentation expectations as well as maintaining safe, healthy and quality learning environments. (Saturday workdays).

Travel - (\$10,000)

SETA is also reallocating funds to ensure additional staff are able to attend the WIPFLI Annual Conference in Las Vegas, Nevada. Originally, six staff were budgeted to attend the conference, but SETA is budgeting an additional for 2-3 staff to attend the conference. The purpose of the funds is to send staff to the conferences to increase knowledge, acquire new ideas and resources that could be utilized throughout the program and support SETA’s succession plan for new leaders.

Equipment - (\$436,000)

SETA is planning to purchase two replacement servers for the administrative building. The current servers have been in use for the last seven years. The recommended replacement timeframe for servers is around five years. The current servers will also no longer be updated or be provided with support starting in 2027. Also, with the current market trends on purchasing servers, SETA anticipates that if it does not purchase the servers in the current year, prices will at least double in the upcoming year, potentially pricing SETA out. The servers will continue to provide all sites and the central office with efficient technology systems. Also, SETA plans to purchase networking equipment to support the various sites to continue to support technological needs and information security requirements. SETA also plans to purchase a replacement kitchen vehicle. SETA previously purchased a 2022 Ford Transit Connect Van. The vehicle was deemed a total loss in 2025. SETA is requesting approval to purchase a replacement van with the insurance payout of \$42,223.07 and additional \$13,000 (\$8,000 from Early Head Start) with current funding. The current trend for these types of vehicles ranges from \$50,000 to \$55,000.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$15,292,636	\$300,000	\$15,592,636
Fringe Benefits	9,076,180	(685,000)	8,391,180
Travel	28,000	10,000	38,000
Equipment	-	436,000	436,000
Supplies	365,000	-	365,000
Contractual	*21,983,162	-*	*21,983,162
Construction	-	-	-
Other	4,539,551	(61,000)	4,478,551
Total	51,284,529	-	51,284,529
*Elk Grove Unified School District's Budget Modification will be made within the Contractual Cost Category. They are requesting \$15,000 in funds to be moved from their Personnel Category to their Equipment Category.			

Early Head Start Basic Budget Modification

Travel – (\$5,000)

SETA is also reallocating funds to ensure additional staff are able to attend the WIPFLI Annual Conference in Las Vegas, Nevada. Originally, six staff were budgeted to attend the conference, but SETA is budgeting an additional for 2-3 staff to attend the conference. The purpose of the funds is to send staff to the conferences to increase knowledge, acquire new ideas and resources that could be utilized throughout the program and support SETA's succession plan for new leaders.

Equipment - (\$250,000)

SETA is planning to purchase two replacement servers for the administrative building. The current servers have been in use for the last seven years. The recommended replacement timeframe for servers is around five years. The current servers will also no longer be updated or be provided with support starting in 2027. Also, with the current market trends on purchasing servers, SETA anticipates that if it does not purchase the servers in the current year, prices will at least double in the upcoming year, potentially pricing SETA out. The servers will continue to

provide all sites and the central office with efficient technology systems. Also, SETA plans to purchase networking equipment to support the various sites to continue to support technological needs and information security requirements. SETA also plans to purchase a replacement kitchen vehicle. SETA previously purchased a 2022 Ford Transit Connect Van. The vehicle was deemed a total loss in 2025. SETA is requesting approval to purchase a replacement van with the insurance payout of \$42,223.07 and additional \$13,000 (\$8,000 from Early Head Start) with current funding. The current trend for these types of vehicles ranges from \$50,000 to \$55,000.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$7,362,779	-	\$7,362,779
Fringe Benefits	4,369,810	-	4,369,810
Travel	5,000	\$5,000	10,000
Equipment	-	250,000	250,000
Supplies	235,000	-	235,000
Contractual	6,333,134	-*	6,333,134
Construction	-	-	-
Other	2,099,553	(255,000)	1,844,553
Total	20,405,276	-	20,405,276

Equipment Allocation Breakdown

Agency	Item Purchased	Rationale	Total Anticipated Cost	Head Start Allocation	Early Head Start Allocation
SETA	Kitchen Vehicle Replacement*	Vehicle was previously in an accident and no longer in working condition.	\$55,000*	\$8,000*	\$5,000*
SETA	Shade Structure – Mirasol ELC	New ELC – currently no shade structure.	\$50,500	\$36,000	\$14,500
SETA	IT Equipment - Server	Outdated servers will no longer be supported in 2027.	\$600,000***	\$290,000	\$170,000
SETA	IT Equipment – Networking Equipment	Networking equipment to ensure sites maintain quality connections.	218,385***	102,000	60,500
Elk Grove USD**	ADA Compliant Ramp – Foulks Ranch Elementary	Ensure site has an ADA compliant ramp for the Foulks Ranch classroom.	\$15,000**	\$15,000	-
Totals				\$451,000	\$250,000

*SETA received \$42,223.07 from Philadelphia Insurance because of the vehicle accident. The vehicle is no longer in working condition. SETA will use the funds received from the insurance payout towards the purchase of the replacement van. SETA anticipates the replacement vehicle kitchen van to be about \$55,000. As a result, SETA is requesting \$55,000 towards the purchase of the new vehicle, with only \$13,000 of new funding from the current year grant.

**EGUSD's funding will be coming from the Contractual cost category.

***Remainder of the funding will be coming from other SETA funding sources (Workforce Development Grants).

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
- Community Resources: Ms. Rebekah Chester
 - Become a Workforce Innovation Advisor - Project IGNITE
 - Connect, Learn, Engage, Grow - NAMI Sacramento
 - Student Success Coach and Mentor - City Year AmeriCorps

NOTES:

HELP BUILD THE TALENT YOU WANT TO HIRE!

BECOME A WORKFORCE INNOVATION ADVISOR

- Share your insights on manufacturing and workforce trends in the region
- Help design hands-on training for young adults that meets industry needs
- Strengthen your company's hiring prospects by shaping job-ready talent
- Connect with motivated young adults preparing to enter manufacturing
- **EARN A STIPEND OF \$1,000**

Apply now if you work in manufacturing in the the Sacramento Region and are eager to influence the future of manufacturing.



auraplanning.com/project-ignite

APPLY NOW!

Begins December 2025. Selected applicants will be interviewed. Limited spots available.

COMMUNITY

Connect, Learn, Engage, Grow

Activities and classes for NAMI Sacramento membership holders



Some of the activities available include:

- Mental Health Through the Ages
- Excel for Beginners
- Dungeons and Dragons
- Mixed Media and Crafts
- Caring for Succulents
- PC Virus Removal
- Rockhounding Trips
- Board Game Nights



Benefits:

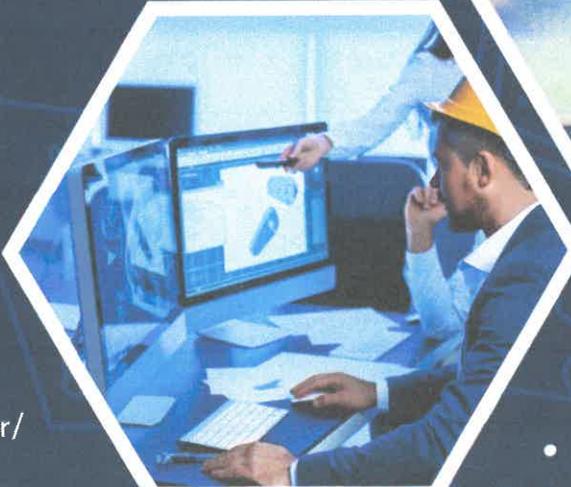
- Connect with your community
- Learn new skills
- Engage in new hobbies

Contact Us:

916.890.5467

7230 S Land Park Dr #115,
Sacramento

<https://namisacramento.org/calendar/>



STUDENT SUCCESS COACH AND MENTOR (ENTRY LEVEL, PAID, FULL-TIME)



CITY YEAR AMERICORPS MEMBER

As a City Year AmeriCorps member, your service will focus on coaching, tutoring and mentoring elementary, middle and/or high school students. You will help these students earn academic success, improve their attendance, and develop positive behaviors at school. You will plan and monitor individual student progress and work with teachers on whole class instruction, breakout spaces and other in-class student assistance.

START DATES THIS ROLE BEGINS IN JULY/AUGUST 2026. START DATES VARY BY LOCATION

ROLE AND RESPONSIBILITIES

Experience in all these tasks is not necessary. We provide 2-4 weeks of training at the beginning of the year to support you. Plus, you will work with partner teachers and school staff every step of the way.

Support academic coaching and interpersonal development for students:

- Work with identified students 1:1 and in small groups
- Develop literacy and/or math skills varying learning activities by student level, answering student questions and encouraging assignment completion
- Develop interpersonal skills throughout their day, using proven strategies of learning, practicing, reflection and repetition
- Collaborate with teachers and team members to collect, record, analyze and monitor individual student progress, participating in facilitated reviews of student data collected and entered into City Year's student data system
- Create an engaging, safe and healthy classroom space in collaboration with the teacher

Support Whole School initiatives to increase engagement with students and families:

- Support and/or conduct extended day and virtual programming for students before, during and after school including, but not limited to, academic enrichment and intervention, homework support, recreation and student clubs, service learning, and leadership development
- Create, support and/or co-lead events or programs that recognize and appreciate student growth and/or achievement in math, literacy, attendance, and behavior



ABOUT CITY YEAR

City Year, an AmeriCorps program, helps students across schools succeed. Teams of City Year AmeriCorps members provide support to students, classrooms and the whole school, helping to ensure that students in schools receive a high-quality education that prepares them with the skills and mindset to thrive and contribute to their community.

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-C
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 December 4, 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. Guerra called the meeting to order at 9:02 a.m. The roll was called, and a quorum was established.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors

Eric Guerra, Chair, City of Sacramento

Devoun Stewart, Member, Public Representative

Mai Vang, Member, City of Sacramento (*arrived and seated at 9:08 a.m.*)

Members Absent:

Rich Desmond, Member, Board of Supervisors

Introduction of New Board Member

The Board welcomed Dr. Devoun Stewart, the newly appointed Public Representative, to the Board.

Recognition of Long-term Employees:

Ms. America Herrera, Head Start Teacher (20 years of service)

Ms. Samantha Xayavong congratulated Ms. Herrera on her 20 years at SETA and provided her background highlights.

Ms. Vang arrived and was seated at 9:08 a.m.

Ms. Rosio Magana, Head Start Site Supervisor (25 years of service)

Mr. Lynda De La Mora congratulated Ms. Magana on her 25 years at SETA and provided her background highlights.

Ms. Veronica Pitts, Head Start Infant/Toddler Lead Teacher (30 years of service)

Ms. Cheryl Dawson congratulated Ms. Pitts on her 30 years at SETA and provided her background highlights.

Ms. Maria Steele, Workforce Development Professional (35 years of service)

Ms. Gregory Williams congratulated Ms. Steele on her 35 years at SETA and provided her background highlights.

Mr. William Walker, Workforce Development Manager (40 years of service)

Ms. Anita Maldonado congratulated Mr. Walker on his 40 years at SETA and provided his background highlights.

The Board congratulated all employees recognized at today's meeting for their service, commitment to SETA, and the incredible work they do for the community.

I. CONSENT ITEMS:

- A.** Approval of Minutes of November 6, 2025, Regular Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

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

- A.** Approval of Minutes of November 6, 2025, Special Board Meeting
- B.** Approval of Claims and Warrants
- C.** Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

II. ACTION ITEMS:

A. General Administration

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

Approval of Revisions and Updates to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures

Ms. Green-Johnson reviewed the item. She noted that the current policy has been updated to include safeguards for Personally Identifiable Information (PII) and information on equipment repair and replacement. The updates also define eligibility for positions, outline the approval process, and include a revised request form. Additionally, the policy outlines information on disciplinary recalls, work-hour requirements, and the grievance and appeal process. The Head Start Policy Council approved the revisions at its November 25, 2025, meeting.

Mr. Guerra opened the public hearing at 9:37 a.m.

There were no public comments on this item.

Mr. Guerra closed the public hearing at 9:37 a.m.

Moved/Kennedy, second/Vang, to approve the revisions to Policy 11.18 – Remote Work Policy to the SETA Personnel Policies and Procedures.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Vang, Stewart)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

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

Approval of Change to the SETA Personnel Policies and Procedures

Mr. Maslac reviewed the revisions to the SETA Travel and Mileage Policy. He advised that Travel and Mileage Policy has been reviewed and updated to be more comprehensive and effective. The Labor Management Committee has come to an agreement with the updates which will be included in the next contract negotiations. The Head Start Policy Council approved the revisions at its December 2, 2025, meeting.

Mr. Guerra opened the public hearing at 9:38 a.m.

There were no public comments on this item.

Mr. Guerra closed the public hearing at 9:38 a.m.

Legal Counsel confirmed that these policy changes comply with federal regulations and applicable laws.

Moved/Kennedy, second/Vang, to approve the updated Personnel Policies and Procedures Section 11.07 "Travel and Mileage".

Roll call vote:
Aye: 4 (Guerra, Kennedy, Vang, Stewart)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

3. Approval of Procurement of the Agency's Workers Compensation Insurance

Mr. Maslac reviewed the item. The Agency's current Workers' Compensation insurance policy expires on December 31, 2025.

SETA's broker, Arthur J. Gallagher & Co., presented these year's quotes. The presentation is attached to these minutes. Mr. Johnson introduced Mr. Michael Gallagher, President of the San Francisco Bay Area Office Operations at Arthur J. Gallagher & Co.

Mr. Johnson added that they work with the recommended company, WCF Insurance, on some of the largest accounts they have at the branch.

Moved/Kennedy, second/Vang, to approve WCF Insurance as the Agency's Workers Compensation insurance provider for the calendar year 2026.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Vang, Stewart)

Nay: 0
Abstention: 0
Absent: 1 (Desmond)

B. Workforce Development Department

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant:

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

Ms. Davis-Jaffe reviewed the item. She advised that on August 8, 2025, SETA released a Request for Proposals (RFP) for the CSBG program for Program Year 2026. The RFP solicited services under the Safety-Net, Family Self-Sufficiency, and Family Self-Sufficiency – Special Projects categories as identified in the 2026-2027 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$1,043,000. Following increased outreach, several new agencies pursued funding in this procurement: 12 new agencies submitted prequalification documents by the deadline, of whom 11 met prequalification requirements, and 6 who successfully submitted proposals for review for one of more programs. All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of twelve (12) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department. In addition, one member from the City of Sacramento's Office of Community Outreach and one SETA Community Action Board member were on the Readers Team. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Due to limited availability of CSBG funding, only 14 agencies for 17 programs are recommended for funding.

All funding recommendations are made contingent upon successful agency status and performance by the end of calendar year 2025, and upon the federal government continuing CSBG funding in the budget. Ms. Davis-Jaffe mentioned that SETA expects to be notified this week by the state funder regarding a contract for CSBG funding through the first quarter of 2026. In light of this, SETA is considering adding a contingency to the providers' contracts, allowing agencies to spend up to 25% of their funding by March 31, 2026, unless additional information is provided before that date. The presentation is attached to these minutes.

Ms. Michele Cook, Director of the Folsom Cordova Community Partnership, made a public comment urging the Board to reconsider staff recommendations by including funding for the Folsom Cordova Community Partnership and highlighting their services and the rationale for reconsideration.

Ms. Davis-Jaffe noted the fair ranking process, the competitiveness created by the broader outreach requested by the Board, and funding constraints.

Mr. Kennedy asked to place greater emphasis on homeless prevention and eviction avoidance in future requests for proposals.

Ms. Vang requested to track information to determine whether agencies are targeting the populations stated in their funding applications throughout the year and to identify any gaps.

Moved/Vang, second/Guerra, to approve staff funding recommendations for the Program Year 2026 CSBG and authorize the Executive Director to adjust allocations as needed based on final funding amounts or other considerations, including reallocating funds if an agency declines its allocation, while maintaining the integrity of the overall funding plan. Additionally, direct staff to review and analyze the zip codes served by funded agencies to ensure they align with the target service area stated in the agencies' funding application.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Vang, Stewart)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

Refugee Services: No items

C. Children And Family Services Department:

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

Ms. Griffith reviewed the item. She advised that at today's meeting, SETA staff bring a recommendation for the Board's approval: a carryover request of \$150,000 for the 2025-2026 Sharon Neese play structure project. Upon the Board's approval, the carryover request will be submitted to the Office of Head Start for consideration.

Mr. Guerra stepped out at 10:11 a.m.

Moved/Vang, second/Kennedy, to approve the carryover request to move unfinished projects from Program Year 2024-2025 to Program Year 2025-2026.

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

III. INFORMATION ITEMS:

- A. SETA Children and Family Services Department Year-in-Review Presentation**
Ms. Griffith

Mr. Guerra returned at 10:13 a.m.

Ms. Griffith advised that once a year, Head Start Managers present highlights of the services provided during the previous program year and the impacts in specific program areas. This aligns with the request made by the Board during the last meeting. The presentation is attached to these minutes.

Mr. Guerra encouraged SETA to strive to provide more opportunities for staff to attend conferences, as they greatly benefit their work, career, and continuing education.

B. Annual Outcome Report

Mr. Maslac and Ms. Davis-Jaffe presented an overview of fiscal monitoring and 2025 CSBG program monitoring outcomes. The more comprehensive review is planned to be provided to the Board at the end of the Fiscal Year. The presentation is attached to these minutes.

Starting from the next meeting, Mr. Maslac will highlight any findings on fiscal monitoring reports.

C. Fiscal Monitoring Reports: No questions

D. Employer Success Stories and Activity Report: No questions

E. Dislocated Worker Update:

Mr. Walker clarified that the UPS layoffs are due to a facility relocation, and those employees who are being laid off are expected to be brought back once the facility is relocated.

F. Head Start Reports: No questions

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

Mr. Mack Ross, Workforce Specialist at Workforce Solution Pros, LLC, and co-founder of the San Francisco CityBuild Academy, which is an employment training program. He highlighted the program strengths and encouraged SETA to look into it as it may provide some potential benefits for the workforce development system in Sacramento.

V. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director: No report

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board:

Mr. Stewart, the newly appointed Public Representative on the SETA Governing Board, expressed his appreciation for the work showcased in today's meeting. He conveyed that he feels honored to be part of the Board and is grateful for the opportunity to serve the community in this role.

VI. ADJOURNMENT: The meeting adjourned at 10:46 a.m.

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

Key Members of the Gallagher Team for SETA



Kenneth Johnson
 Senior Vice President
Ken_Johnson1@ajg.com



Michael Gallagher
 Area President |
 San Francisco Bay Area
Michael_Gallagher@ajg.com



Kristen Hilmoe ARM, CPCU
 Client Service Supervisor
Kristen_Hilmoe@ajg.com



Aaron Aragon, MPA
 Risk Control
Aaron@Aragon.com



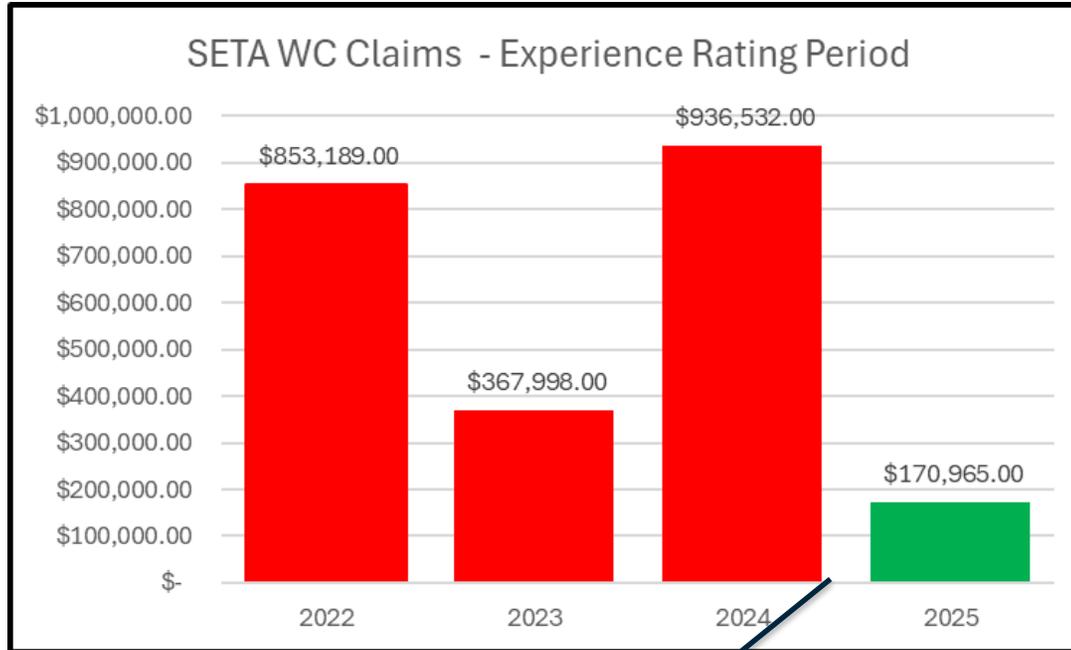
Danielle Dugger
 Work Comp Claims Advocate
Danielle_Dugger@ajg.com

Renewal Premium

- ❖ Experience Modification Factor increased substantially from
 - ❖ .95 in 2023
 - ❖ 1.41 in 2024
 - ❖ 1.55 in 2025
 - ❖ 1.98 in 2026 - **43 Point increase in Experience Modification Factor**
- ❖ 2024 Premium was \$658,333 with Claims of \$936,532.
- ❖ 2025 Premium is \$910,213 with Claims of \$170,965 in Claims as of 10-1-2025.
- ❖ 2026 Premium is \$1,060,682.
- ❖ 16% increase in 2026 overall Premium, based upon
- ❖ **8.3% increase in Payroll – 8.2% increase in Rate – No Ex-Mod**
 - Rate change is consistent with WCIRB rate recommendation for State of California



Analyzing Actual Losses By Year – Management Change



- April 2024 → Anita Maldonado becomes SETA Executive Director
- November 2024 → Safety Committee Reinstated
- January 2025 → Gallagher Reengages with Monthly Safety Meetings

Approached Markets

Insurance Company	Market Response	Premiums
Key Risk (a W.R. Berkley Company)	Incumbent	\$1,047,693
WCF Insurance	Recommended Quote	\$1,041,579
Insurance Company of the West	Quoted	\$1,192,864
Markel	Quoted	\$1,476,675
Amtrust	Indication	\$1,696,177
State Compensation Insurance Fund	Indication	\$2,000,000
Republic Indemnity	Declined to quote - Difficult Class of business and claims activity	N/A
Travelers Insurance	Declined to quote - Recent increase in claims activity	N/A



Workers' Compensation Historical Data

Historical Workers Compensation Data										
Historical Payroll										
Class	1/1/2017-18	1/1/2018-19	1/1/2019-20	1/1/2020-21	1/1/2021-22	1/1/2022-23	1/1/2023-24	1/1/2024-25	1/1/2025-26	1/1/2026-27
	<u>Audited</u>	<u>Estimated</u>	<u>Estimated</u>							
8742	833,301	500,690	620,573	417,300	533,168	338,506	647,627	700,123	660,566	775,570
8810	8,030,574	7,830,327	8,018,100	8,431,131	7,531,968	7,456,396	7,875,437	8,166,157	9,252,963	9,746,734
9059	13,218,605	14,768,046	16,030,129	19,505,755	18,976,601	19,959,040	23,340,765	25,429,525	25,047,175	26,629,762
Total Payroll	\$22,082,480	\$23,099,063	\$24,668,802	\$28,354,186	\$27,041,737	\$27,753,942	\$31,863,829	\$34,295,805	\$34,960,705	\$37,152,066
% change	(3.2%)	4.6%	6.8%	14.9%	(4.6%)	2.6%	14.8%	7.6%	1.9%	6.3%
Historical Incurred Losses										
Total Incurred	\$217,296	\$637,679	\$116,610	\$540,030	\$356,876	\$759,049	\$442,230	\$936,533	\$170,966	
Total Paid	\$217,296	\$532,831	\$116,610	\$207,228	\$262,929	\$383,959	\$181,867	\$332,727	\$49,884	
Loss Ratio	27%	88%	19%	66%	52%	172%	86%	158%	20%	
# of Claims	27	41	24	17	21	35	28	24	20	
Closed w/o Pay	1	-	-	1	-	2	0	1	0	
Med Pay Only	22	20	12	12	18	21	22	16	13	
# Open	-	1	-	1	0	6	4	8	11	
Valuation Date	1/8/2022	1/8/2022	11/24/2024	10/2/2025	10/2/2025	10/2/2025	10/2/2025	10/2/2025	9/29/2025	
Historical Premium										
Premium	\$797,242	\$724,980	\$616,740	\$819,025	\$692,798	\$441,546	\$515,262	\$592,827	\$866,896	
Assessments, Taxes, Fees	\$24,780	\$28,763	\$18,647	\$44,011	\$44,605	\$44,156	\$57,655	\$65,506	\$43,317	
Total	\$822,022	\$753,743	\$635,387	\$863,036	\$737,403	\$485,702	\$572,917	\$658,333	\$910,213	
Carrier	ICW	ICW	Atlas	GuideOne	GuideOne	GuideOne	GuideOne	GuideOne	Key Risk	
Type	Guaranteed Cost									
Historical Ex-Mod										
Ex-Mod	1.20	1.22	1.12	1.92	1.43	1.28	1.08	1.41	1.55	1.98

SETA Safety Committee Schedule for 2026

SETA Safety Committee Meeting Date	Safety Meeting Monthly Topics	Location for Safety Committee Meeting
January 14, 2026	Slips, Trip and Falls	925 Del Paso
February 13, 2026	Classroom Awareness – Trip and Fall/Child Interaction	615 2nd St
March 11, 2026	Training on Illness and Injury Prevention Program – OSHA Compliance	3265 Norwood Ave
April 10, 2026	Defensive Driving – Safe Driving Practices	805 Elk Hills Dr
May 13, 2026	Fire Safety	263 Seavey Cir
June 12, 2026	Threat Awareness Surrounding Children	10487 White Rock Rd
July 8, 2026	Workplace Violence Prevention Program	925 Del Paso
August 14, 2026	Slips, Trip and Falls	3100 Meadowview
September 9, 2026	Ergonomics – Proper Lifting	3401 Scotland Dr
October 9, 2026	Workplace Violence Prevention	7222 24th St
November 11, 2026	Emergency Action Plans	5746 40th St
December 11, 2026	Winter Safety & Awareness	925 Del Paso

The locations other than 925 Del Paso represented 82 of the 151 Ex Mod points for the 2025 Experience Modification Factor, thus meeting will be held on premise



Risk Services Commitment

- Assigned claims advocate – Danielle Dugger
- Assigned loss control consultant – Aaron Aragon
- Quarterly claims reviews
- Claims stratification and loss trending analysis
- Integrated service plan – Monthly Safety Meetings
- Onsite risk assessments both Property & Casualty and Work Comp
- Onsite training sessions both Property & Casualty and Work Comp
- Gallagher STEP Training Platform
- Specific webinars for Step Up to Safety Certificate Series for managers/supervisors



Risk Services Commitment – from WCF

WCF INSURANCE

Workplace Safety and Risk Control



Safety and Risk Resources Library



Safety and Risk Seminars



Safety Videos



Ask A Safety and Risk Consultant



OSHA 300 Log



Safety and Risk Services



Create a Workplace Safety and Risk Program



WCF Safety App



Nominate a Safety Hero

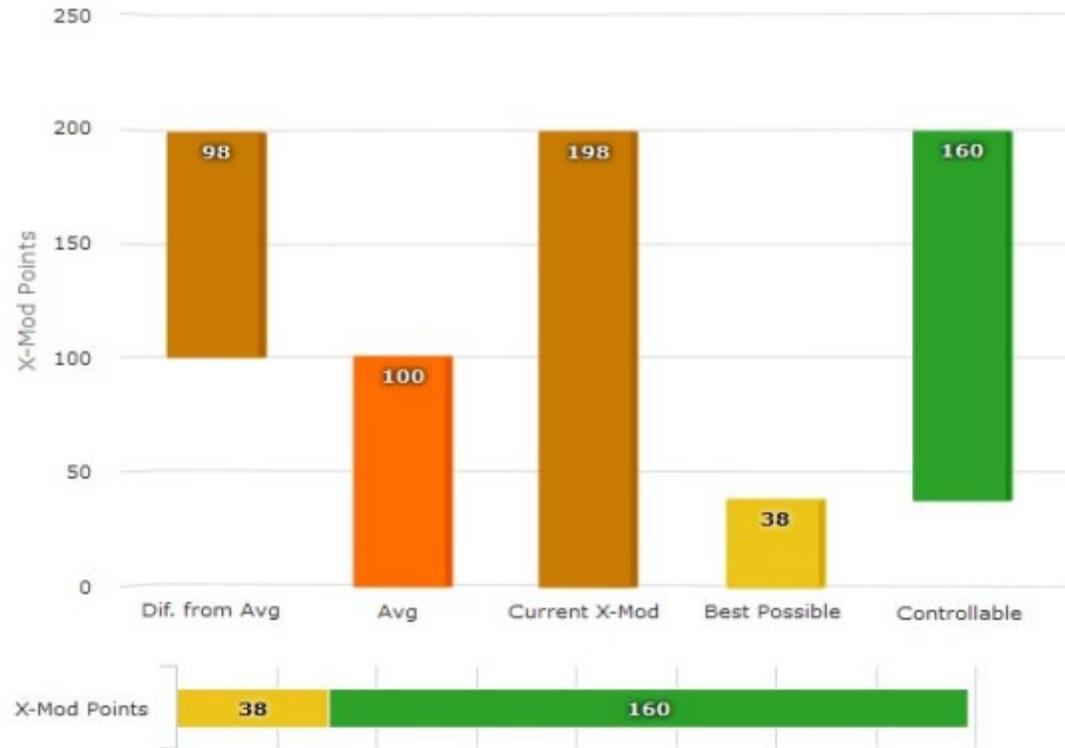


Appendix



Sacramento Employment & Training Agency 2026 Workers' Compensation Renewal

X-Mod Improvement Possibility



Component	X-Mod Points
Average	100
Current	198
Best Possible	38
Controllable	160

Here we show you the parts of your X-Mod and graph best possible X-Mod to which we add the controllable (accident created) points. The controllable depicts the amount you can control. Together those equal your X-Mod. The 100 graphically depicts the average for other businesses in the same industry so you can judge how you're doing comparatively.





Gallagher

Insurance | Risk Management | Consulting



Thank you





Community Services Block Grant

Delegate Agency Funding Extension
Recommendations for Program Year 2026

Pre-qualifications

- **25** agencies applied for pre-qualifications for CSBG 2026 funding.
- **21** agencies passed pre-qualifications.
 - **11** new agencies passed pre-qualifications, only **6** submitted proposals for one or more programs.
 - **10** current CSBG funded agencies submitted proposals for one or more programs.

Service Categories

- Family Self-Sufficiency
- Family Self-Sufficiency – Special Project
- Safety-Net

Evaluation Process

- Comprehensive Review Process
- **12** Readers – SETA Workforce Development, Fiscal, Contracts, and Head Start Departments, a member from the City of Sacramento Office of Community Outreach, and one Community Action Board member.
- Proposals were scored and ranked into four categories.
- Performance or references were included in the score.

Funding Recommendations

Recommending **14 agencies** for **17 programs**

- **3** new agencies
- **2** new agencies (previously funded in 2022–2023 program years)
- **9** current CSBG Providers from 2024–2025 program years.

(See SETA Staff Funding Recommendations in packet.)

High-Risk and Underserved Neighborhoods

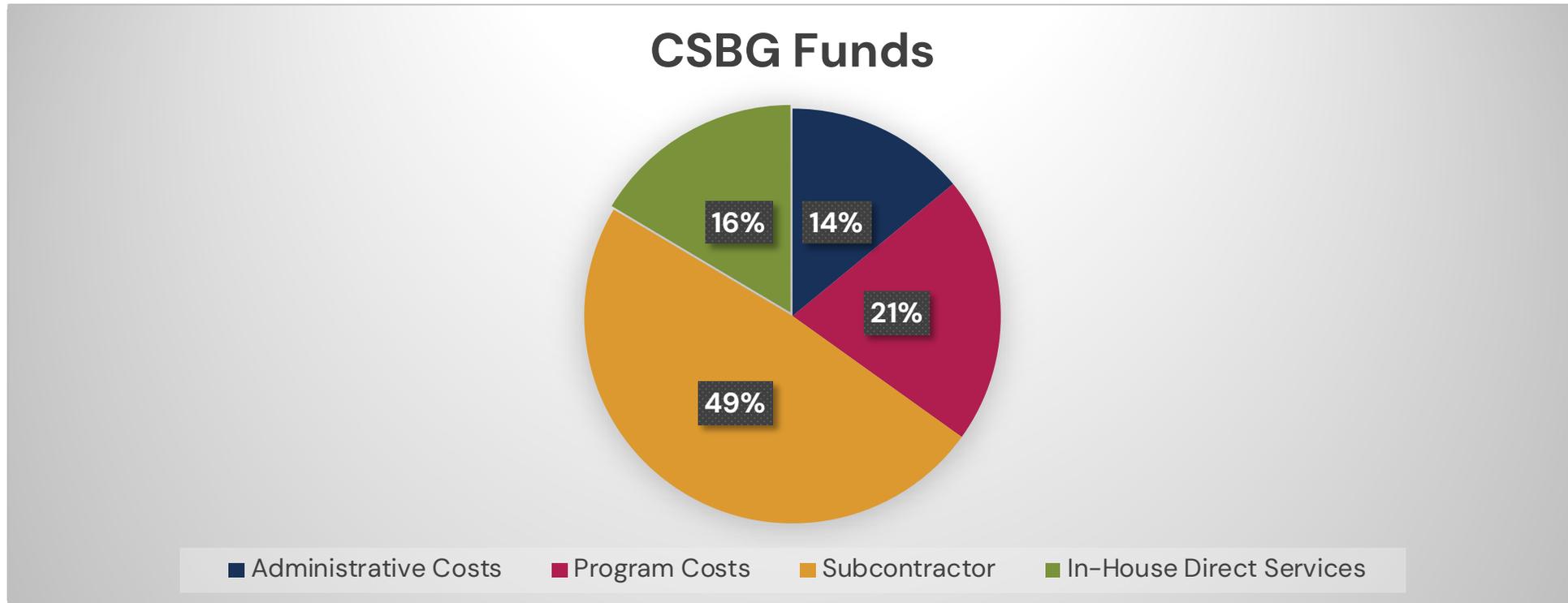
Arden Arcade	Carmichael	Citrus Heights	Courtland	Del Paso Heights	Florin
Foothill Farms	Galt	Herald	Isleton	Lemon Hill	Locke
Mather	North Highlands	Oak Park	Parkway	Rancho Cordova	Ryde
Rosemont	South Sacramento	Walnut Grove	Wilton	All agencies will serve Sacramento City and County Residents.	All neighborhoods in the CAP showing high poverty rates are being proposed for services.

Identified Target Groups to be Served

- At-Risk youth
- Homeless, Unhoused
- Unhoused Youth
- At Risk of Homelessness
- People with Disabilities
- Low-Income Households
- Veterans/Reservists/Families
- Pregnant and Parenting Youth
- Refugees/Immigrants/Asylee
- Single Parent Families with Children
- Experiencing Food or Housing Insecurities

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

SETA CSBG Funding 2025



Recommendation:

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



SETA Children and Family Services

A Year in Review



School Readiness



Reaching New Heights

Student Growth and Success

Pre-K (3 to 5 years)

Domain	Fall 2024	Spring 2025	% of Growth
Approaches to Learning	50%	63%	26%
Social-Emotional Development	52%	68%	30%
Language and Literacy Development	45%	63%	40%
Cognition, Math and Science	46%	65%	41%
Physical Development	77%	80%	4%
English Language Development (for English Language Learners)	22%	29%	7%

EHS (18-36 months)

Domain	Fall 2024	Spring 2025	% of Growth
Approaches to Learning	61%	71%	16%
Social-Emotional Development	60%	71%	18%
Language and Literacy Development	51%	61%	19%
Cognition, Math and Science	60%	65%	8%
Physical Development	73%	78%	7%



Specialized supports for children

- Additional Sacramento County Office of Education (SCOE) partner site – Galt
- 10% children in Pre-K have active IEPs
- 15% children in EHS have active IFSPs
- Increased Applied Behavioral Analysis Technician one-on-one services for children with IEPs/IFSPs
 - Working with 12 ABA Companies
 - 53 ABA Technicians in classrooms



Staff Development



Teaching Pyramid Cohort Graduation



Region 9 STEM Conference



Expert Within Project

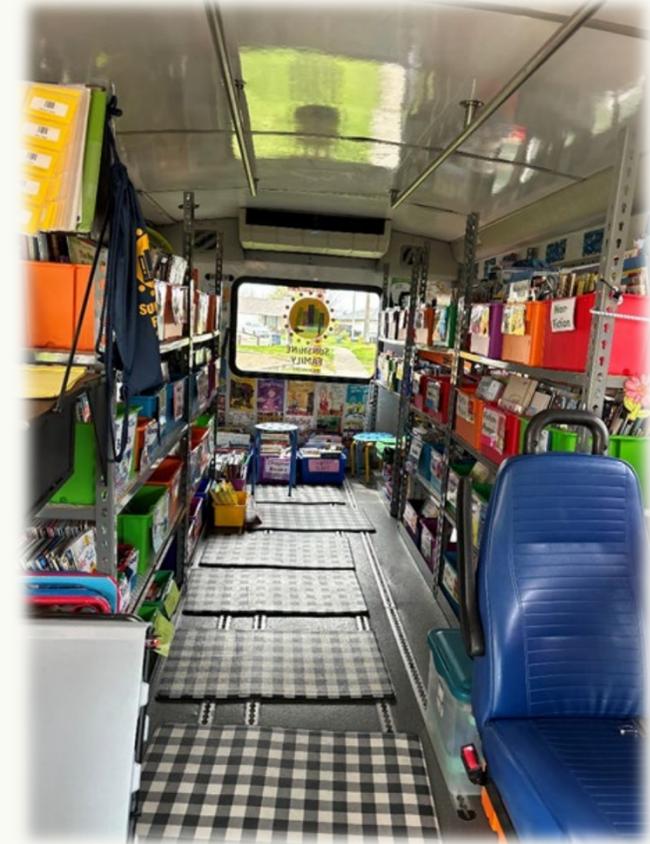
- First cohort of EHS participants in Teaching Pyramid SEL training
- Seven Teachers presented at Region 9 STEM Conference in Las Vegas
- Peer learning at curriculum training during pre-service
- Preparing to launch EHS Creative Curriculum Pilot group in 2025-26

Gardening with a Cop



Health services

Partnerships



Bookmobile

UC Davis



Looking Ahead

- Pilot Group for Creative Curriculum 6th Edition for Early Head Start
- Expanding gardening and healthy eating at our centers
- Dolly Parton Imagination Library
- New program, Restorative Practices for Caregivers, will launch with 18 Teachers participating in the 8-week series
- New Apprentice cohort will feature 20 CCTAs in partnership with the City of Sacramento



Facilities, Kitchen, and Compliance



Facilities



In the last year, the SETA's facility team members have installed the following safety measures in all our SETA and delegate partner Head Start centers:

- 176 traditional bells on gates and doors
- 54 signs on gates to keep them closed
- 443 electronic door chimes

We recently completed the renovations of the preschool playground at the Northview center. The renovation allowed us to create a pod for teaching staff to get a much-needed break or host a meeting.



Mirasol Village



The Mirasol Village center is coming along, and we hope to begin moving in furniture in the next few weeks. SHRA is currently installing playgrounds for both the Preschool and Toddlers children.

Food Services Department

Our hard-working Food Services staff in the month of October 2025 produced:

- 113,895 meals for the children in our SETA and WCIC Head Start/Early Head Start centers
- 2,394 of those meals, needed adaptations for children with special diet restrictions.
- All the staff currently working in our Food Services Department have current ServSafe certifications.
- In October, all SETA Food Services kitchens underwent an in-depth inspection by the California Department of Public Health and passed with flying colors.



Head Start Policy Council

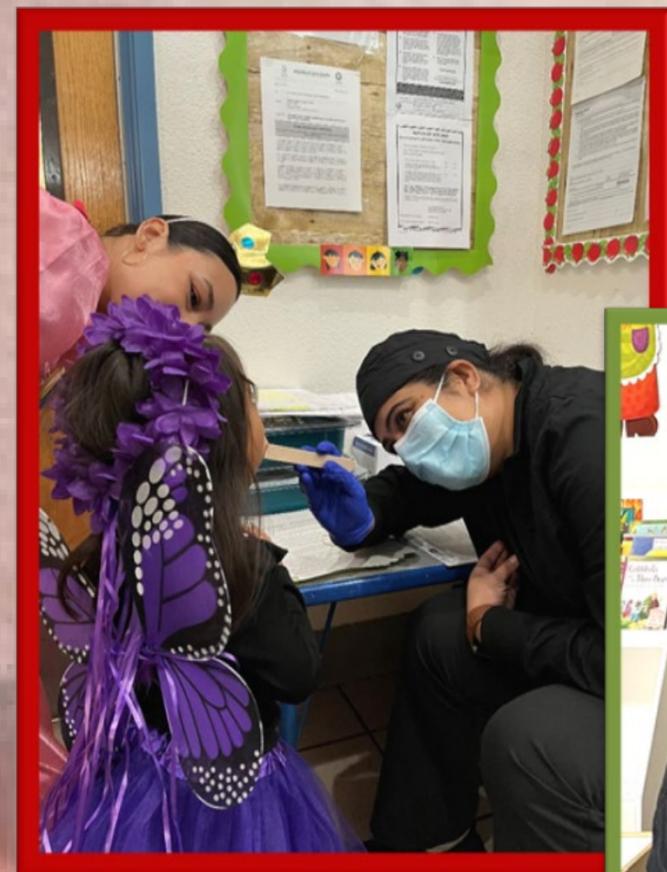


Compliance Data

During the months of August and September, 510 SETA teaching and support staff along with all Head Start teaching staff from each of our delegate partners were trained in:

- Mandatory Reporting of Child Abuse
- Children's Personal Rights
- Head Start Code of Conduct
- Preparing for a visit from Community Care Licensing.
- Safety and Supervision

The Compliance Manager serves as a resource to our Delegate partners regarding Best Practices with Safe Environments, Licensing regulations and reporting requirements.



Health & Nutrition Services

Health Outcomes

Early Head Start

- Have Health Insurance - 90%
- Up to Date on EPSDT - 47%
- Immunizations - 86%
- Ongoing Access to Oral Health - 83%

Pregnant Mothers

- Total Enrolled -49
- Ongoing Health Care -87%
- Oral Health Care -65%

Preschool Head Start

- Have Health Insurance -93%
- Up to Date on EPSDT -72%
- Immunizations -97%
- Ongoing Access to Oral Health -75%



Health in Action

- Medical Care Plans in place for 274 children
- Registered Nurse provides prenatal and postnatal services for pregnant mothers, including lactation consultation
- Maryjane Rees Center- Audiology Clinic performed March- November 2025 approximately 200 hearing screens on Head Start children
- UC Davis Betty Irene Moore School of Nursing (BIMSON) performed health screening (Growth assessment, blood pressure, vision & hearing on 240 Head Start children



Nutrition Services Supports

- Special diet accommodations for 334 children
- Registered Dietitian provides consultations with families for growth concerns, food allergies, and special diet concerns
- UC Davis Cooperative Extension CalFresh Healthy Living is supporting nutrition and gardening education



Oral Health Impacts

- Dental Screenings through Early Smiles Sacramento (ESS)- Center For Oral Health (COH) – Dental Hygienist performed 1490 screenings
- Care navigation through the Medical Dental Referral and Navigation System (MDRAN)
- Elica Health Care Mobile Dental Van- 69 children received dental exams



Strategic Partners

- UC Davis Cooperative Extension Nutrition Education
- Center for Oral Health Early Smiles Sacramento
- Medical Dental Advisory Committee Provider Navigation
- Sacramento County Public Health Immunization Assistance Program
- Maryjane Reese Language, Speech, And Hearing Center – CSUS Audiology Clinic
- Expanded Food Nutrition Education Program(EFNEP)
- Betty Irene Moore School of Nursing
- Elica Health Services- Dental Mobile Van
- Health Services Advisory Committee (HSAC)



Thank You

SETA Fiscal and Program Monitoring Outcomes

SETA Fiscal Monitoring Annual Outcomes

Total Planned	126	\$63,017,786
Completed	56	
In Progress	23	
Outstanding	47	
No Findings	45	
Findings	11	

Community Services Block Grant 2025 Program Monitoring Outcomes

FSS and FSS – Special Project (SP)	World Relief	Elk Grove Adult & Community Education	Waking the Village	La Familia Counseling Center, Inc.	Saint John’s Program for Real Change	Saint John’s Program for Real Change (SP)
Outreach and recruitment	Met	Met	Met	Met	Met	Met
Intake, assessment, and case management	Met	Met	Met	Met	Met	Met
Meeting service projections	Observation	Met	Met	Met	Met	Met
Fiscal/program reports	Met	Met	Met	Met	Met	Met

Safety-Net	Opening Doors	River City Food Bank	Elk Grove Adult & Continuing Education	Folsom Cordova Community Partnership	The Salvation Army	Next Move Francis House	First Step Housing, DBA First Step Communities
Outreach and recruitment	Met	Met	Met	Met	Met	Met	Met
Intake, assessment, and documentation	Met	Met	Met	Met	Met	Met	Met
Meeting service projections	Observation	Met	Met	Met	Met	Met	Observation
Fiscal/program reports	Met	Met	Met	Met	Met	Met	Met

Thank you!

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

*February, 2026

2/19/2026 - Sharon Neese had a on-site field trip with Music Paul, no sack lunches were requested.

2/20/2026 - Walnut Grove EHS class closed due to no heat.

16th class R was closed due to no heat.

2/26/2026 - Homebase had a field trip at Velez Martial Arts we prepared 80 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
32,175	30,617	31,137	1

Total Amount of Meals and Snacks Prepared	94,009
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Purchases:

Food \$115,366.61

Non - Food \$17,217.19

Building Maintenance and Repair: \$4,544.68

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$95.17

Vehicle Gas / Fuel: \$1,752.47

Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net
February 2026

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	191	14%	739	196	27%
Twin Rivers USD	156	38	24%	56	7	13%
Elk Grove USD	440	139	32%	NA	NA	NA
Sac City USD	676	102	15%	16	1	6%
San Juan USD	712	100	14%	96	9	9%
WCIC	100	8	8%	NA	NA	NA
COUNTY TOTAL	3448	578	17%	907	213	23%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2026**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/26)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
WCIC	85	86	0	101%	-6%
SETA	1260	1278	0	101%	0%
Twin Rivers USD	148	146	0	102%	+3%
San Juan USD	640	637	0	100%	0%
Elk Grove USD	423	417	0	99%	-1%
Sac City USD	592	578	0	98%	+3%
Total	3148	3142	0	100%	0%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/26)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
SETA	746	729	0	98%	+1%
Sac City USD	24	24	0	100%	0%
San Juan USD	166	160	0	96%	-2%
Twin Rivers USD	52	51	0	98%	+6%
Total	988	965	0	98%	0%

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

Reasons for Program Under Enrollment

Elk Grove USD

- Overall enrollment has increased to be above 97%. The remaining openings are in zip codes we share with SETA and Sac City Unified. We have offered these slots to families on the waitlist at other sites; however, they have declined due to transportation challenges, distance, or other barriers.

Sacramento City USD

- Early Learning & Care currently has three vacant Instructional aide positions that have been reposted and need to be filled at the American Legion, Nicholas, and Washington Sites.
- SCUSD has exhausted all Over Income Waivers and families currently seeking enrollment do not meet eligibility requirements within 100-130% income waiver range.
- Certain geographic areas continue to experience persistent under-enrollment trends. Zipcodes 95817 and 95818 have shown lower pre-school enrollment due to increased access to alternative early learning providers, including Transitional Kindergarten (TK) and private preschool programs.

San Juan USD

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

SETA

- Early Head Start enrollment increased by 1% this month. Sites with lower enrollment reported barriers such as parent cancellations or no-shows for scheduled enrollment appointments.
- In addition, teacher turnover resulted in classroom staffing changes leading to families deciding to withdraw and contributing to temporary vacancies.

Twin Rivers USD

- Rio Linda Early Head Start waiting list is exhausted. The program will begin targeted recruiting for this area, zip codes 95673, 95560, and 95652.
- The following positions are currently vacant: Family Community Liaison (all sites), Teachers (4), Para Educators (4), and ECE Rover (2)

WCIC/Playmate

- WCIC enrollment continues to be at 100%.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Our program waitlist remains active with certified families to ensure there is no delay in filling vacancies as they become available.
- Offering open vacancies to families that are on the waitlist for other sites.
- The PC Board continues to support outreach efforts.
- As TK classrooms reach capacity, TK-Eligible students are being offered and accepting placement in preschool for the remainder of the school year.

Sacramento City USD

- In March, Early Learning & Care (ELC) will be conducting interviews to fill the three vacant Instructional Aide positions at American Legion, Nicholas, and Washington sites.
- Monthly enrollment reviews are conducted to analyze site-level trends, identify geography disparities, and assess application to enrollment timelines. This structured review process allows Early Learning & Care to proactively address enrollment gaps and adjust outreach efforts.
- Targeted outreach efforts are currently concentrated in under-enrolled areas, with recruitment messaging tailed to reflect community demographics and family needs.
- Outreach includes coordinated efforts with district departments, expanded distribution of bilingual materials, and direct engagement with families through phone, email, and in person.

San Juan USD

- School Community Workers and Family Engagement content specialist are attending Community care Hubbs around the district.
- ERSEA admin has cleared the short-term posting for the Home-based teacher and will be interviewing to fill the position. The ERSEA content position is being interviewed for in the coming month.

SETA

- Family Service Workers are actively following up with families who canceled or missed their enrollment appointments and continue contacting families on the waitlist to fill open slots.
- Recruitment efforts also remain ongoing, including participation in community outreach events such as the Alchemist Sacramento City Resource Event, to increase awareness of Head Start services and strengthen community partnerships.

Twin Rivers USD

- The ERSEA team recruited during the Kindergarten Round Up at Castori Elementary. Banners have also been posted at all sites with a QR code to our waitlist form.
- Vacant positions are posed on Edjoin/Team Tailor. We're also contracted with Childcare Careers (CCC) substitute to fill the 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

- Banners are posted at every site.