

## AGENDA

### Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

**Wednesday February 12, 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) Community Action Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

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

#### In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@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, 83043217176 # US (San Jose).

Meeting ID: 830 4321 7176

Passcode: 526986

[Find your local number](#)

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

#### Accommodations

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

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

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

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#### GOVERNING BOARD

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##### Rich Desmond

BOARD OF SUPERVISORS  
County of Sacramento

##### Eric Guerra

MAYOR PRO TEM  
City of Sacramento

##### Patrick Kennedy

BOARD OF SUPERVISORS  
County of Sacramento

##### Vacant

PUBLIC REPRESENTATIVE

##### Mai Vang

COUNCILMEMBER  
City of Sacramento

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

EXECUTIVE DIRECTOR

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	<b>Page #</b>
<b>CALL TO ORDER</b>	
<b>ROLL CALL</b>	
<b>I. CONSENT ITEM:</b>	
<b>A.</b> Approval of Minutes of the January 8, 2025 Regular Board Meeting	1-4
<b>II. ACTION/DISCUSSION ITEM:</b> None	
<b>III. INFORMATION ITEM:</b>	
<b>A.</b> Community Services Block Grant (CSBG) Fourth Quarter Report (Julie Davis-Jaffe)	5-8
<b>B.</b> Satisfaction Survey Report – 4th Quarter (Julie Davis-Jaffe)	9-10
<b>C.</b> Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe)	11-15
• First Step Communities	
• La Familia Counseling Center, Inc.	
<b>IV. REPORTS TO THE BOARD:</b>	16
<b>A.</b> Chair	
<b>B.</b> Executive Director	
<b>C.</b> Deputy Director/Program Manager	
<b>D.</b> Members of the Board	
<b>E.</b> Public	
<b>V. PUBLIC FORUM FOR THE 2026-2027 COMMUNITY ACTION PLAN</b>	
<b>VI. ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Thursday, February 6, 2025

Community Action Board meeting hosted by:  
 Dominique Espinosa (Chair),  
 Fienishia Wash (Vice Chair), Debra Cummings (Secretary/Treasurer)

**CONSENT ITEM I-A**  
**Approval of Minutes of the January 8, 2025 Regular Board Meeting**

Presenter: Julie Davis-Jaffe

**RECOMMENDATION:**

Review, make any necessary corrections, and approve the minutes.

**BACKGROUND:**

Attached are the minutes of the January 8, 2025, Board meeting.

**MINUTES/SYNOPSIS**

**Sacramento Employment and Training Agency  
COMMUNITY ACTION BOARD  
Regular Meeting**

**Wednesday      January 8, 2025      10:00 a.m.**  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

**CALL TO ORDER**

**ROLL CALL**

Mr. Sanchez called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Debra Gipson, Secretary/Treasurer, Our Kids Community Breakfast Club  
Leslie Taylor, Child Action, Inc.  
Fienishia Wash, Head Start Policy Council  
Renee John, Valley Vision  
Peter Coyl, Library Director & CEO, Sacramento Public Library  
Luis Sanchez, Community Resource Project  
Graciela Garduno, Head Start Policy Council  
Dominique Espinosa, Vice Chair; Mutual Housing California

Members Absent:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Elizabeth Hudson, Deputy Director, LifeSTEPS (*resigned*)

**I. CONSENT ITEM:**

**A.** Approval of Minutes of the November 13, 2024 Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Coyle, second/Espinosa, to approve the minutes of the November 13, 2024, regular meeting as distributed.

Roll call vote:

Aye: 8 (Sanchez, Espinosa, Taylor, Wash, Coyle, Gipson, Garduno, John)

Nay: 0

Abstention: 0

Absent: 1 (Dozier)

**II. ACTION/DISCUSSION ITEM:**

**A.** Election of Officers to the Community Action Board (CAB)

Mr. Sanchez advised that he will resign from the Board after this meeting as he retires from the Community Resource Project he represents. The Board needs to elect a new Chair. Mr. Sanchez nominated Ms. Espinosa, the current Vice Chair. Ms. Espinosa nominated Ms. Gipson. Ms. Gipson declined the nomination. Ms. Espinosa accepted the nomination for Chair. There were no other nominations for the Chair position.

Ms. Espinosa nominated Ms. Wash for Vice Chair. Ms. Wash accepted the nomination. There were no other nominations.

Ms. Espinosa nominated Ms. Gipson for Secretary/Treasurer. Ms. Gipson accepted the nomination. There were no other nominations.

Moved/Wash, second/Espinosa, to elect Ms. Espinosa as Chair, Ms. Wash as Vice Chair, and Ms. Gipson as Secretary/Treasurer to the Community Action Board.

Roll call vote:

Aye: 8 (Sanchez, Espinosa, Taylor, Wash, Coyl, Gipson, Garduno, John)

Nay: 0

Abstention: 0

Absent: 1 (Dozier)

### **III. INFORMATION ITEM:**

- A.** Community Services Block Grant (CSBG) Fiscal Monitoring Reports: No questions

### **IV. REPORTS TO THE BOARD:**

#### **B.** Chair:

Mr. Sanchez expressed that it has been a privilege to serve on the Board. He thanked everyone for their support during his tenure as Chair.

#### **C.** Executive Director:

Ms. Maldonado expressed her gratitude to Mr. Sanchez for his service and congratulated the new officers.

She announced that the Governing Board approved the Strategic Plan during their December meeting. This plan focuses on three key initiatives: awareness, cohesion, and partnerships. To expand SETA's reach, the plan emphasizes internal and external collaboration and fosters an inclusive culture. It aims to promote training and professional development for SETA staff, facilitate more partner interactions, develop the Agency's messaging and brand identity, and invest in outreach efforts and associated metrics to support a data-driven approach. The Boards will receive quarterly updates on these strategic initiatives. Additional initiatives include enhancing safety and communications related to branding.

In response to a question from Ms. Taylor, Ms. Maldonado noted that aligning the goals and objectives of the Community Action Board with the SETA Strategic Plan would significantly contribute to the success of these initiatives.

#### **D.** Deputy Director/Program Manager:

Ms. Davis-Jaffe provided an update on the Funding Extension Recommendations approved by this Board in November and the Governing Board in December. These recommendations were approved contingent on receiving the final allocations, which have now been received. She confirmed that no changes are needed to the previously approved funding recommendations.

Additionally, Ms. Davis-Jaffe announced that there will be a public forum at the Community Action Board meeting in February. This forum will contribute to the development of the Community Action Plan for 2026-2027.

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

Ms. Jones expressed her gratitude to Mr. Sanchez for his service on the Board and his contributions to the community.

F. Public: None

V. **ADJOURNMENT:** The meeting adjourned at 10:19 a.m.

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

**INFORMATION ITEM III-A**  
**Community Services Block Grant (CSBG) Fourth Quarter Report**

Presenter: Julie Davis-Jaffe

**BACKGROUND:**

The Fourth Quarter Program Report is included for review by the CAB.

Staff will be available to answer questions.

**Community Services Block Grant Delegate Agency Report:  
Family Self-Sufficiency and Family Self-Sufficiency Special Projects  
Fourth Quarter through December 31, 2024**

<b>Employment</b>																			
	<b>Enrollments</b>						<b>Employed in 2024</b>				<b>Employed 90 days</b>				<b>Employed 180 days</b>				
	Annual Goal	YTD Goal	Carry-overs	2024 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
<b>Elk Grove Adult and Community Education</b>	36	36	19	21	40	111%	31	31	23	74%	31	31	20	65%	20	20	23	115%	
<b>World Relief Sacramento</b>	56	56	0	57	57	102%	39	39	44	113%	35	35	35	100%	33	33	20	61%	
<b>Housing</b>																			
	<b>Enrollments</b>						<b>Housed in 2024</b>				<b>Housed 90 Days</b>				<b>Housed 180 Days</b>				
	Annual Goal	YTD Goal	Carry-overs	2024 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
<b>Saint John's Program for Real Change</b>	145	145	0	119	119	82%	74	74	119	161%	60	60	45	75%	51	51	19	37%	
<b>Waking the Village</b>	50	50	6	43	49	98%	45	45	49	109%	33	33	39	118%	25	25	31	124%	
<b>Youth</b>																			
	<b>Enrollments</b>						<b>Service Goals</b>												
	Annual Goal	YTD Goal	Carry-overs	2024 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	<b>Comments</b>								
<b>La Familia Counseling Center</b>	60	60	8	53	61	102%	20	20	24	120%	Goal: youth engaged in program services for 180 days								
<b>Saint John's Program for Real Change (FSS-SP)</b>	145	145	0	95	95	66%	50	50	21	42%	Goal: youth engaged in program services for 180 days								

**Definitions**

**Annual Goal:** Subgrantee Projected Goals for 2024

**Carryovers:** Clients Enrolled in 2023 who the Subgrantee Continued to Work With in 2024

**YTD Actual:** Total number achieved (Carryovers + New Enrollments) to date for the quarter

**YTD Goal:** Projected target number for the quarter

**YTD Rate:** Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments



**Community Services Block Grant Delegate Agency Report  
Fourth Quarter Through December 31, 2024**

SAFETY-NET	Total Households Served YTD	Food				Utilities				First Month's Rent				Eviction Avoidance				Off-Site Shelter (Motel)				Transportation				Employment Supports (Includes Hygiene Items and Move in Costs)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Adult and Community Education		55	55	51	93%	15	15	16	107%					50	50	62	124%					60	60	53	88%	8	8	8	100%
First Step Communities										60	60	26	43%													20	20	5	25%
Folsom Cordova Community Partnership		5	5	5	100%	40	40	42	105%					44	44	46	105%												
Francis House Center										8	8	5	63%	20	20	43	215%												
Opening Doors										56	56	54	96%																
River City Food Bank		1,200	1,200	1,212	101%																								
The Salvation Army						20	20	26	130%	15	15	11	73%	40	40	51	128%	20	20	15	75%								

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance  
 Elk Grove Unified School District Hygiene Kits are classified as Employment Supports on this chart  
 First Step Communities Household Goods listed under Employment Supports on this chart

**Community Services Block Grant Delegate Agency Report  
Fourth Quarter Through December 31, 2024**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2024 BUDGET	Expended Through 1st Qtr.	% Expended	DELEGATE AGENCIES	2024 BUDGET	Expended Through 1st Qtr.	% Expended
Elk Grove Adult and Community Education (FSS)	\$111,066	\$108,945	98%	River City Food Bank (SN)	\$30,000	\$27,885	93%
Elk Grove Adult and Community Education (SN)	\$100,000	\$98,190	98%	Saint John's Program for Real Change (FSS)	\$85,000	\$48,182	57%
First Step Communities (SN)	\$60,000	\$17,773	30%	Saint John's Program for Real Change (FSS-SP)	\$98,928	\$44,234	45%
Folsom Cordova Community Partnership (SN)	\$85,000	\$84,997	100%	The Salvation Army (SN)	\$75,000	\$70,341	94%
Francis House (SN)	\$36,146	\$34,787	96%	Waking the Village (FSS)	\$85,000	\$84,927	100%
La Familia Counseling Center (FSS)	\$102,335	\$101,573	99%	World Relief (FSS)	\$99,660	\$99,493	100%
Opening Doors (SN)	\$75,000	\$74,961	100%				

**Definitions: Family Self-Sufficiency (FSS); Family Self-Sufficiency-Special Projects (FSS-SP); Safety-Net (SN)**

**INFORMATION ITEM III-B**  
**Satisfaction Survey Report – 4<sup>th</sup> Quarter**

Presenter: Julie Davis-Jaffe

**BACKGROUND:**

Attached for your information is the CSBG Satisfaction Survey report with data from the 4<sup>th</sup> Quarter, covering the period of October 1 through December 31, 2024.

Staff will be available to answer questions.

## 2024 CSBG Satisfaction Survey Report

### Survey Questions:

1. It was easy to connect with an agency worker to discuss my situation.
2. I was treated with respect during my contacts with the agency.
3. I was informed of other services that could also assist me.
4. **(Safety-net only)** I received emergency assistance within three (3) working days of my initial request.  
**(FSS/FSS-SP only)** My case manager was engaged and seemed to understand my situation.
5. On a scale of 1 through 10 ("1" being the least and "10" being the highest), how satisfied were you with the services you received?

CSBG Delegate Agency	Program	Number of Surveys Received	Q 1-4 Number of "Yes" responses	Q 1-4 Number of "No" responses	Q 1-4 Number of "N/A"	Q 5; Average score (out of 10 Possible)
Elk Grove Adult and Education Center	FSS					
Elk Grove Adult and Education Center	SN	10	40	0	0	10
Folsom Cordova Community Partnership	SN					
First Step Housing	SN	7	18	0	2	9.3
La Familia Counseling Center	FSS	8	30	1	1	9.5
Next Move- Francis House Center	SN	15	52	2	6	9.8
Opening Doors	SN					
River City Food Bank	SN					
Saint Johns Program for Real Change	FSS	20	74		6	8.8
Saint Johns Program for Real Change	FSS-SP					
The Salvation Army	SN	4	16	0	0	10
World Relief	FSS	10	37	2	1	9.6
Waking the Village	FSS					

### Analysis:

**Example:** For Questions 1-4, responders were given a Yes, No, or N/A option. Program participants say they were able to connect with an agency contact to discuss their situation, were treated with respect, were informed of additional or other services, received emergency assistance within three (3) working days, and received full engagement from their assigned case manager. Question 5 provided customers the opportunity to rate their satisfaction experience on a scale of 1 through 10; 1 being least and 10 being highest. On average, delegate agencies were given a rating of (9.6) out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 74 surveys were received for this report; blank spaces indicate that no surveys were completed for the given agency. *Due to the brief nature of the exchange, food banks were not included in this survey.*

**\* Customer Comments: " I thank god for this program, its very helpful and my children are extremely grateful"**

" This is truly and amazing program"

**INFORMATION ITEM III-C**  
**Community Services Block Grant (CSBG) Fiscal Monitoring Reports**

Presenter: Julie Davis-Jaffe

**BACKGROUND:**

Attached for your information are the latest CSBG fiscal monitoring reports. Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Mr. Stephen Watters

**DATE:** January 23, 2025

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal monitoring of First Step Communities

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
<b>CSBG</b>	SN	\$ 60,000	1/1/24 – 12/31/24	1/1/24 – 9/30/24

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

**Date of Review:** 12/10/24

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

**Program Operator:** First Step Communities

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

N/A

CC: Anita Maldonado  
Governing Board

## MEMORANDUM

**TO:** Ms. Rachel Rios

**DATE:** December 5, 2024

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

**RE:** Fiscal Desk Monitoring of La Familia Counseling Center

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$253,182	7/1/23 – 6/30/24	7/1/23 – 6/30/24
WIOA	ADULT	\$237,600	7/1/23 – 6/30/24	7/1/23 – 6/30/24
WIOA	DW	\$59,400	7/1/23 – 6/30/24	7/1/23 – 6/30/24
CSBG	YSS	\$100,000	1/1/23 – 12/31/23	7/1/23 – 12/31/23
CSBG	FSS	\$102,335	1/1/24 – 12/31/24	1/1/24 – 6/30/24
WIOA	WAF 10.0	\$25,000	8/1/22 – 12/31/23	7/1/23 – 12/31/23
WIOA	RERP	\$100,000	4/1/23 – 9/30/25	4/1/23 – 6/30/24
WIOA	P2E 2.0	\$47,250	4/1/23 – 11/30/25	4/1/23 – 6/30/24

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

**Date of Review:** 10/25/24

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



**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

CC: Anita Maldonado  
Governing Board

## REPORTS TO THE BOARD ITEM IV

### A. **Chair's Report**

The Chair of the SETA Community Action Board 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 Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

### B. **Executive Director's Report**

This item is set aside to allow the Executive Director of the Community Action Program to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Community Action Board packet.

The Executive Director's Report also allows the opportunity for the Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

### C. **Deputy Director/Program Manager Report**

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, and Mr. Roy Kim, the Deputy Director, to provide an oral report on issues not included in the agenda packet.

### D. **Members of the Board**

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

### E. **Public Participation**

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chair, if they wish to speak.