

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday May 14, 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, ClerkoftheBoards@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or ClerkoftheBoards@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile + 16699006833, 86769829024 # US (San Jose).

Meeting ID: 867 6982 9024

Passcode: 330347

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

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Patrick Kennedy

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Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER

ROLL CALL

Introduction of New Members

I.	CONSENT ITEM:	
	A. Approval of Minutes of February 12, 2025, Regular Board Meeting	2-7
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	A. 2026-2027 Community Services Block Grant (CSBG) Community Action Plan (Pamela Moore)	
III.	PUBLIC HEARING FOR THE 2026-2027 CSBG COMMUNITY ACTION PLAN	
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DISTRIBUTION DATE: Wednesday, May 7, 2025

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

COMMUNITY ACTION BOARD MEETING ATTENDANCE 2025

X – Present; A – Absent

BOARD MEMBER	Represented Sector	1/8	2/12	3/14	4/9	5/14	6/11	7/9	8/13	9/9	10/9	11/8	12/12	# of meetings attended
Peter Coyl (Appointed 5/11/22)	Public Sector	X	X											
Wilfredo Cruz (Appointed 3/6/25)	Private Sector													
Aterious Cuffee (Appointed 4/8/25) Alt.:	Low Income Sector													
Debra Cummings (Appointed 6/30/23)	Low Income Sector	X	X											
LaShelle Dozier	Public Sector	A	A											
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X											
Graciela Garduno (Appointed 2/23/24) Alt.: Franschelle Brown	Low Income Sector	X	A											
Renee John (Appointed 4/6/23) Alt.: Yzabelle De La Cruz	Private Sector	X	X											
Leslie Taylor (Appointed 8/1/24)	Public Sector	X	X											

*Special meeting

CONSENT ITEM I-A

Approval of Minutes of February 12, 2025, Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of February 12, 2025, regular Board meeting.

MINUTES/SYNOPSIS

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

CALL TO ORDER ROLL CALL

Ms. Espinosa 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, Vice Chair, Head Start Policy Council
Renee John, Valley Vision (*arrived and seated at 10:04 a.m.*)
Peter Coyl, Library Director & CEO, Sacramento Public Library
Dominique Espinosa, Chair; Mutual Housing California

Members Absent:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Graciela Garduno, Head Start Policy Council

I. **CONSENT ITEM:**

A. Approval of Minutes of the January 8, 2025 Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Coyle, second/Taylor, to approve the minutes of the January 8, 2025, regular meeting as distributed.

Ms. John arrived and was seated at 10:04 a.m.

Roll call vote:

Aye: 6 (Espinosa, Taylor, Wash, Coyle, Gipson, John)

Nay: 0

Abstention: 0

Absent: 2 (Dozier, Garduno)

II. **ACTION/DISCUSSION ITEM:** None

III. **INFORMATION ITEM:**

A. Community Services Block Grant (CSBG) Fourth Quarter Report:

Ms. Davis-Jaffe reviewed the report. In response to Ms. Taylor's questions, Ms. Davis-Jaffe clarified that the underspent funds are being reallocated into direct participant costs in the job center system that serves the community.

B. Satisfaction Survey Report – 4th Quarter:
Ms. Davis-Jaffe reviewed the report.

C. Community Services Block Grant (CSBG) Fiscal Monitoring Reports: No questions

V. PUBLIC FORUM FOR THE 2026-2027 COMMUNITY ACTION PLAN

Those who spoke before the Board included:

1) Lisa Carr, Head Start Manager, SETA

Ms. Carr introduced herself and shared that, based on the results from the Strengths, Needs, and Interest Parent (SNIP) survey conducted with families enrolled in SETA-Operated Head Start/Early Head Start programs (approximately 2,000 families), the top needs identified are assistance with paying utility bills, accessing dental care, adult education, continuing education, financial literacy, clothing, securing better employment, and mental health services for both adults and children, particularly counseling. Additionally, there is a need for English as a Second Language (ESL) classes and immigration services. Housing instability has also emerged as a significant concern.

In response to Ms. Taylor's question, Ms. Carr noted that around 500 responses were received. She will provide information regarding the diversity of the families served to Ms. Davis-Jaffe to inform the Board.

2) Olivia Keiner Assistant Program Director, Turning Point Community Programs

Ms. Keiner introduced herself and provided an overview of the program. She explained that communities face many barriers when it comes to accessing mental health services, such as homelessness, food insecurity, lack of access to benefits, clothing, employment, continuing education, transportation, and hospitalization. These basic necessities often prevent individuals in need from engaging with the mental health services offered by their program.

Ms. Keiner highlighted the success of a particular client who had a history of systemic and racial misdiagnoses, which hindered his access to care. The team identified that his most essential needs were shelter, food, transportation, education, employment, and clothing. By addressing these basic needs, they were able to engage him in mental health services, and he gradually recovered. Such successes are more attainable with funding from programs like the Community Service Block Grant (CSBG). She emphasized that fulfilling the basic necessities of life is crucial for accessing care.

In response to Ms. Espinosa's question, Ms. Keiner clarified that they incorporate a recovery model of change in their mental health services, which also addresses substance and alcohol use.

Ms. Keiner noted that they receive 500-600 referrals at each site.

3) Brenda Cioli, Youth Wellness Manager, La Familia Counseling Center

Ms. Cioli introduced herself and her colleague, the Youth Case Manager for the Project REACH program. She explained that Project REACH offers positive alternatives, counseling, and supportive services for at-risk youth aged 10 to 21 through gang prevention mentoring and dropout prevention initiatives. A significant underserved population urgently needs these services, and they are genuinely grateful for CSBG funding.

At their organization, they have worked with many youth involved with the justice system, coming from various backgrounds and circumstances. These youth have been able to access services and receive guidance that helps them make better choices and develop life skills that

positively impact their lives. The community knows they can rely on agencies like La Familia Counseling Center and others funded through CSBG. Programs like Project REACH provide essential support for the youth, their families, and the community as a whole.

In response to Ms. Taylor's questions, Ms. Cioli clarified that about 60 youth participants are in the Project REACH program.

4) Maria Rosales, Director, South County Services

Ms. Rosales introduced herself and explained that their agency serves the most rural areas of southern Sacramento County. They are seeking funding for their Safety Net Services program, which provides eviction prevention, utility assistance, gas vouchers, and emergency food delivery for families with very limited access to public transportation. South County Services partners with organizations such as Turning Point Community Programs and UC Davis to deliver essential services to the community. Additionally, South County Services assists families with the benefits application process.

In response to Ms. Taylor's questions, Ms. Rosales clarified that South County Services assists approximately 80-100 families in Isleton and around 500 families each month in the Galt area.

5) Michael McCullough, Program Manager, PRIDE Industries, Inc.

Mr. McCullough introduced himself and explained that he is responsible for the Ticket to Work program, which assists job seekers with disabilities in finding employment. Statistically, only 0.5% of individuals with disabilities transition off of benefits. To improve this situation, the following services are needed: rental assistance, car repairs, accessible transportation, and utility bill assistance. Additionally, funding not tied to selective services would greatly benefit immigrants. There are currently 95 individuals enrolled in the PRIDE Industries, Inc. Ticket to Work program in Sacramento.

6) Daniel Perez, Program Manager, Lutheran Social Services

Mr. Perez introduced himself and explained that he manages programs for transitional-age youth, which provide rental assistance for those experiencing homelessness. The goal of these programs is to help youth achieve self-sufficiency and independence by modeling life skills and positive behaviors. However, despite their efforts, helping these individuals attain true independence and afford rent after completing the programs has been challenging due to the high cost of housing.

He identified several essential needs among his clients, including assistance with utility bills, financial literacy, and support for learning how to drive and obtaining a driver's license.

Mr. Perez noted that while operations are continuing as usual, there are many uncertainties stemming from the new administration and the federally funded nature of the programs. He emphasized the importance of providing information about the implications of new administrative policies and the associated risks, doing so in a nonpartisan and non-political manner to ensure the community stays informed.

Currently, the programs he oversees support 75 transitional-age youth and their families, which include single mothers, individuals with disabilities, and people who have experienced homelessness for a year or longer before entering the program.

Mr. Perez also sought advice on reporting the services provided due to the new administration's policies.

7) Marisol Anaya and Tanica Rangel, Folsom Cordova Community Partnership (FCCP)

Ms. Anaya and Ms. Rangel introduced themselves and thanked the Board for the opportunity to speak today. They explained that they work on the Safety Net program provided through SETA. This program offers rental assistance, utility bill assistance, food vouchers, and other services.

Ms. Anaya emphasized that the Safety Net program plays a crucial role in the community by addressing critical obstacles many residents face. Due to inflation, high rent, and housing shortage, competitive rental pricing has a significant challenge, particularly affecting the working poor, who often live in single-income households. With a livable minimum wage still out of reach for many, affording basic needs such as rent and transportation has become a daily struggle, especially for families that do not own cars or cannot bear high gas costs. Additionally, the elderly community increasingly seeks support.

The SETA Safety Net program primarily assists individuals aged 25 to 44; 47.6% of those helped hold a high school diploma, and 21.6% have less than a high school diploma. Nearly half of the beneficiaries are African American, and the program also serves a diverse group of people, including significant representations of Caucasian, Hispanic, and multiracial individuals.

To address these issues, Ms. Anaya suggested implementing financial literacy workshops that could partner with job centers to offer budgeting and saving advice. She also recommended changing eligibility criteria to a by yearly basis as well as providing job and vocational training by partnering with job centers.

During the year-long support period, the Folsom Cordova Community Partnership can facilitate case management to ensure individuals receive comprehensive assistance, empowering them to become self-sufficient. This approach aims to prevent individuals from relying on one-time help each year. Such initiatives can enable individuals to achieve financial stability and improve their quality of life.

The public forum for the 2026-2027 Community Action Plan was closed at 10:47 a.m.

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado provided the following update on the impacts of the new administration. Congress has fully appropriated and allocated SETA's current funding, and no immediate risks to current contracts are anticipated. Operations are being managed effectively, with frequent communication among staff and efforts to align activities with the new administration's priorities.

Last week, a funding freeze memo was released in the area of Head Start, which was later rescinded. This action temporarily halted the Head Start payment system; however, the system was restored on the same day. The Head Start Regional Office is unable to make public statements or respond to communications.

SETA continues to focus on enrollment, improving quality, ensuring safety, and showcasing program excellence. At this time, there are no known potential cuts to the Workforce Development side of the Agency. However, there is a need to align workforce development efforts with the goals of the economic team and the President's agenda.

It's known that the refugee admissions were suspended for 90 days. However, SETA's current allocation of funding allows operations for several more years to qualified candidates if needed. The notice for grant award release and spending authorization for the CSBG grant was released for Quarter 1 but not for Quarter 2.

Additionally, SETA has updated its website and flyers to remove any language that does not align with the new administration, thereby avoiding potential unallowable costs in the future.

C. Deputy Director/Program Manager:

Mr. Kim announced that the local and regional plans for the Workforce Innovation and Opportunity Act (WIOA) are open for public input. He acknowledged Ms. John and Valley Vision for their outstanding work on the WIOA and We Prosper Together regional plans.

Ms. Davis-Jaffe expressed gratitude to everyone who participated in today's public forum. She informed attendees that staff are currently working diligently on the Community Needs Assessment, which is part of the Community Action Plan needed to meet the state's submission deadline. Before the Community Action Plan can be submitted to the state, it must first receive approval from this Board and the Governing Board.

Additionally, Ms. Davis-Jaffe mentioned that there are plans to extend this Board and include additional private sector seat. This item will be presented to the Governing Board for approval in March.

D. Members of the Board: None

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 11:03 a.m.

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

ACTION/DISCUSSION ITEM IV-A
Approval of the 2026-2027 CSBG Community Action Plan

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Review and approve the 2026-2027 Community Services Block Grant Community Action Plan.

BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2026-2027 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2026, through December 31, 2027; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$2,130,858 for calendar year 2025, but the funding level for 2026 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at www.seta.net.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients as well as community members, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, an evaluation of the most recently available Homeless Point-In-Time Count, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2026-2027 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing of choice, to continue support for youth services that modify gang/pre-gang and risky/unlawful behaviors, including efforts to mitigate African American juvenile arrest rates, and maintenance of a safety net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the findings will be presented to the Board at this meeting. The Community Action Plan will be presented to the Governing Board for approval on June 5, 2025.

ACTION/DISCUSSION ITEM IV-B
Election of Vice Chair to the Community Action Board

Presenter: Julie Davis-Jaffe

BACKGROUND:

Due to Fienishia Wash's recent departure, the Vice Chair position of the Community Action Board (CAB) is currently vacant. A new Vice Chair must be elected.

Staff will be available to answer questions.

INFORMATION ITEM V-A
CSBG 1st Quarter 2025 Report

Presenter: Julie Davis-Jaffe

BACKGROUND:

The First 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
First Quarter through March 31, 2025**

Employment															
	Enrollments						Employed in 2025				Employed 90 days				
	Annual Goal	YTD Goal	Carry-overs	2025 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD	Goal	YTD Actual	YTD Rate
Elk Grove Adult and Community Education	36	10	13	12	25	250%	31	3	13	433%	31	1	9	900%	
World Relief Sacramento	56	28	0	19	19	68%	39	11	1	9%	35	0	0	0%	
Housing															
	Enrollments						Housed in 2025				Housed 90 Days				
	Annual Goal	YTD Goal	Carry-overs	2025 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD	Goal	YTD Actual	YTD Rate
Saint John's Program for Real Change	135	35	38	29	67	191%	40	10	67	670%	60	15	30	200%	
Waking the Village	45	20	9	10	19	95%	68	30	19	63%	45	15	9	100%	
Youth															
	Enrollments						Service Goals								
	Annual Goal	YTD Goal	Carry-overs	2025 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Comments				
La Familia Counseling Center	60	20	8	18	26	130%	20	0	3	0%	Goal: youth engaged in program services for 180 days				
Saint John's Program for Real Change (FSS-SP)	115	28	26	27	53	189%	86	21	9	43%	Goal: youth engaged in program services for 180 days				

Definitions

Annual Goal: Subgrantee Projected Goals for 2025

Carryovers: Clients Enrolled in 2024 who the Subgrantee Continued to Work With in 2025

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 First Quarter Through March 31, 2025**

SAFETY-NET	Total Households Served YTD	Food				Utilities				First Month's Rent				Eviction Avoidance				Off-Site Shelter (Motel)				Transportation				Employment Supports (Includes Hygiene Items)			
		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	53	50	10	43	430%	15	2	8	400%					57	10	52	520%					50	15	43	287%	10	2	0	100%
First Step Communities	2									30	7	1	14%													30	7	1	14%
Folsom Cordova Community Partnership	12	19	2	8	400%	28	3	5	167%					33	6	2	33%												
Francis House Center	23									8	2	3	150%	20	5	20	400%												
Opening Doors	2									56	14	2	14%																
River City Food Bank	690	1,200	300	690	230%																								
The Salvation Army	11					27	6	1	17%	16	5	1	20%	25	11	6	55%	15	6	3	50%								

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
First Quarter Through March 31, 2025**

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	\$34,709	31%	River City Food Bank (SN)	\$30,000	\$3,000	10%
Elk Grove Adult and Community Education (SN)	\$100,000	\$45,738	46%	Saint John's Program for Real Change (FSS)	\$85,000	\$18,086	21%
First Step Communities (SN)	\$60,000	\$3,106	5%	Saint John's Program for Real Change (FSS-SP)	\$98,928	\$27,285	28%
Folsom Cordova Community Partnership (SN)	\$85,000	\$12,129	14%	The Salvation Army (SN)	\$75,000	\$12,514	17%
Francis House (SN)	\$36,146	\$15,983	44%	World Relief (FSS)	\$99,660	\$22,874	23%
La Familia Counseling Center (FSS)	\$102,335	\$21,856	21%	Waking the Village (FSS)	\$85,000	\$26,634	31%
Opening Doors (SN)	\$75,000	\$3,264	4%				

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

INFORMATION ITEM V-B
CSBG Satisfaction Survey Report – 1st Quarter 2025

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the CSBG Satisfaction Survey report with data from the 1st Quarter, covering the period of January 1 through March 31, 2025.

Staff will be available to answer questions.

2025 1st Quarter 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	6	23	0	1	10
Elk Grove Adult and Education Center	SN	41	144	2	18	9.9
Folsom Cordova Community Partnership	SN					
First Step Housing	SN	1	3	0	1	10
La Familia Counseling Center	FSS	8	31	1	0	10
Next Move- Francis House Center	SN	14	52	1	3	9.6
Opening Doors	SN					
River City Food Bank	SN					
Saint Johns Program for Real Change	FSS	2	6	0	0	7.5
Saint Johns Program for Real Change	FSS-SP					
The Salvation Army	SN	11	44	0	0	10
World Relief	FSS					
Waking the Village	FSS	13	47	5	0	8.5

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 (9.4) out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 96 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: " Very helpful through this time of hardship. Highly appreciate lots. Thank you so much" - "Very appreciative and grateful"

INFORMATION ITEM V-C
CSBG Fiscal Monitoring Report

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: Ms. Amanda McCarthy

DATE: March 12, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$30,000	1/01/24-12/31/24	1/01/24-12/31/24

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

Date of review: February 2025

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: River City Food Bank

Findings and General Observations:

We have reviewed the CSBG Safety Net program from January 1, 2024 to December 31, 2024. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Anita Maldonado
Governing Board

MEMORANDUM

TO: Major Rio Ray, Corp Officer

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk fiscal monitoring of The Salvation Army

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 75,000	1/1/2024-12/31/2024	1/1/2024-12/31/2024

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: February 2025

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	Yes	N/A
9	Indirect Cost Allocation	Yes	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	Yes	N/A
12	Equipment Records	Yes	N/A

Program Operator: The Salvation Army

Findings and General Observations:

We have reviewed the Community Service Block Grant Safety Net program from January 1, 2024 to December 31, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander

DATE: March 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Waking the Village

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Family SS	\$ 85,000	1/1/24-12/31/24	1/1/24-12/31/24

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: March 2025

	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	N/A	N/A
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	Yes	No
12	Equipment Records	N/A	N/A

Program Operator: Waking the Village

Findings and General Observations:

We have reviewed the Community Service Block Grant, Family Self-Sufficiency program from January 1, 2024 to December 31, 2024. The Costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

INFORMATION ITEM V-D
1st Quarter Strategic Plan Report

Presenter: Anita Maldonado

BACKGROUND:

This item allows the Executive Director to provide the 1st Quarter Strategic Plan Report to the Board.

REPORTS TO THE BOARD ITEM VI

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.