

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday June 11, 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, 83607872323 # US (San Jose).

Meeting ID: 836 0787 2323

Passcode: 538713

[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.

GOVERNING BOARD

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

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
Introduction of New Members

I.	CONSENT ITEM:	
	A. Approval of Minutes of May 14, 2025, Regular Board Meeting	2-23
II.	PRESENTATION:	
	A. Elk Grove Adult and Continuing Education	
III.	ACTION/DISCUSSION ITEMS: None	
IV.	INFORMATION ITEMS:	
	A. 1st Quarter Strategic Plan Report (Roy Kim)	24
	B. Community Action Board (CAB) Member Training on Roles and Responsibilities: Why Are You Here? (Video) Organizational Standard 5.8 (Julie Davis-Jaffe)	25
	C. CAB Notification of SETA Financial Audit: Organizational Standards 8.3 and 8.4 (Julie Davis-Jaffe)	26
	D. CAB Receipt of Bylaws: Organizational Standard 5.4 (Julie Davis-Jaffe)	27-45
	E. CSBG Fiscal Monitoring Reports (Julie Davis-Jaffe)	46-52
	• Elk Grove Unified School District	
	• International Rescue Committee	
	• Next Move Homeless Services, Inc.	
V.	REPORTS TO THE BOARD:	53
	A. Chair	
	B. Executive Director	
	C. Deputy Director/Program Manager	
	D. Members of the Board	
	E. Public	
VI.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, June 4, 2025

Community Action Board meeting hosted by:
Dominique Espinosa (Chair), Leslie Taylor (Vice 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			X								
Wilfredo Cruz (Appointed 3/6/25)	Private Sector					X								
Aterious Cuffee (Appointed 4/8/25) Alt.:	Low Income Sector					X								
Debra Cummings (Appointed 6/30/23)	Low Income Sector	X	X			X								
LaShelle Dozier	Public Sector	A	A			X								
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X			A								
Graciela Garduno (Appointed 2/23/24) Alt.: Franschelle Brown	Low Income Sector	X	A			X								
Renee John (Appointed 4/6/23) Alt.: Yzabelle De La Cruz	Private Sector	X	X			X								
Leslie Taylor (Appointed 8/1/24)	Public Sector	X	X			X								

*Special meeting

CONSENT ITEM I-A
Approval of Minutes of May 14, 2025, Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of May 14, 2025, regular Board meeting.

MINUTES/SYNOPSIS

**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

CALL TO ORDER

ROLL CALL

Introduction of New Members

Ms. Gipson called the meeting to order at 10:06 a.m. The roll was called and a quorum was established.

Members Present:

Peter Coyl, Library Director & CEO, Sacramento Public Library
Wilfredo Cruz, Community Resource Project
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Graciela Garduno, Head Start Policy Council
Debra Gipson, Secretary/Treasurer, Our Kids Community Breakfast Club
Renee John, Valley Vision
Leslie Taylor, Child Action, Inc.
Aterious Cuffee, Head Start Policy Council (*arrived and seated at 10:16 a.m.*)

Members Absent:

Dominique Espinosa, Chair; Mutual Housing California

Ms. Gipson requested nominations for Chair Pro Tem. Mr. Coyl self-nominated. There were no other nominations at this time, and he was elected unanimously.

Roll call vote:

Aye: 7 (Dozier, Garduno, Taylor, Cruz, Coyl, Gipson, John)0

Nay: 0

Abstention: 0

Absent: 2 (Espinosa, Cuffee)

I. CONSENT ITEM:

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

The minutes were reviewed; there were no corrections.

Moved/Taylor, second/John, to approve the minutes of February 12, 2025, regular meeting as distributed.

Roll call vote:

Aye: 7 (Dozier, Garduno, Taylor, Cruz, Coyl, Gipson, John)

Nay: 0

Abstention: 0

Absent: 2 (Espinosa, Cuffee)

Mr. Wilfredo Cruz, the newly appointed member of the Community Action Board, introduced himself and shared his professional highlights.

II. PRESENTATION:

A. 2025-2027 Community Services Block Grant (CSBG) Community Action Plan

Ms. Pamela Moore presented the 2025-2027 CSBG Community Action Plan (CAP). The presentation is attached to these minutes.

Ms. Taylor requested that the low-income community members participate in public hearings and forums and share their stories.

Ms. Aterious Cuffee arrived and was seated at 10:16 a.m. As a new member of the Board, she introduced herself and shared her background.

III. PUBLIC HEARING FOR THE 2026-2027 CSBG COMMUNITY ACTION PLAN

The public hearing for the 2026-2027 Community Action Plan was opened and closed at 10:39 a.m. There were no comments from the public.

IV. ACTION/DISCUSSION ITEMS:

A. Approval of the 2026-2027 CSBG Community Action Plan

Ms. Taylor highlighted that the successful implementation of the plan is contingent upon the funding received, and it can be adjusted as needed.

Moved/John, second/Dozier, to approve the 2026-2027 CSBG Community Action Plan.

Roll call vote:

Aye: 8 (Dozier, Garduno, Taylor, Cuffee, Cruz, Coyl, Gipson, John)

Nay: 0

Abstention: 0

Absent: 1 (Espinosa)

B. Election of Vice Chair to the Community Action Board

Ms. Taylor self-nominated. There were no other nominations at this time, and she was elected unanimously.

Roll call vote:

Aye: 8 (Dozier, Garduno, Taylor, Cuffee, Cruz, Coyl, Gipson, John)

Nay: 0

Abstention: 0

Absent: 1 (Espinosa)

V. INFORMATION ITEM:

A. CSBG 1st Quarter Report:

Ms. Davis-Jaffe reviewed the report. The Board mentioned working with providers to ensure that projections are made accurately. Additionally, to prepare for different funding scenarios.

Ms. Davis-Jaffe confirmed that the budget year on page 13 of the report should be 2025.

- B.** CSBG Satisfaction Survey Report – 1st Quarter 2025:
Ms. Davis-Jaffe reviewed the report.
- C.** CSBG Fiscal Monitoring Reports:
Ms. Taylor requested that the packet include information about past and future monitoring activities moving forward.
- D.** 1st Quarter Strategic Plan Report:
This item has been postponed to the next meeting.

IV. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director: No report
- C.** Deputy Director/Program Manager:
Ms. Davis-Jaffe and the Board recognized Ms. Fienishia Wash for her valuable contributions and service to SETA following her recent resignation from the Board.
- 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.



SUMMARY FINDINGS OF CSBG 2026/2027 COMMUNITY NEEDS ASSESSMENT AND ACTION PLAN



HOW WE GET OUR DATA

- **2023 American Community Survey, US Census, 5-year estimates**
- **Federal, state and public websites**
 - CDC; CA Depts. of Ed., Public Health, Social Services; UC Davis Center for Poverty Research; Children's Report Card Sacramento County, Sacramento Steps Forward (Point In Time Count)
- **SETA's CSBG community needs survey**
- **Community Forum** (held at the February CAB meeting)
- **Local/regional newspapers and blogs**
 - Sacramento Bee, Public Policy Institute of CA
- **Internal data from SETA**
 - CSBG, Refugee, Head Start



SACRAMENTO COUNTY PEOPLE IN POVERTY

- **Poverty has decreased** for most groups between 2018-2023
- **Current poverty rate** for Sacramento County: **12.6%**
- Areas in Sacramento County with the highest poverty rates:
 - Lemon Hill - 95824 (25.6%)
 - Arden-Arcade - 95825, 95821 (22.4%)
 - Old North Sacramento - 95815 (21.1%)
 - Del Paso Heights - 95838 (20.1%)
- **People in extreme poverty** (<50% of federal poverty income guidelines) **are greatest in number** among people in poverty (95,460 of 197,472)

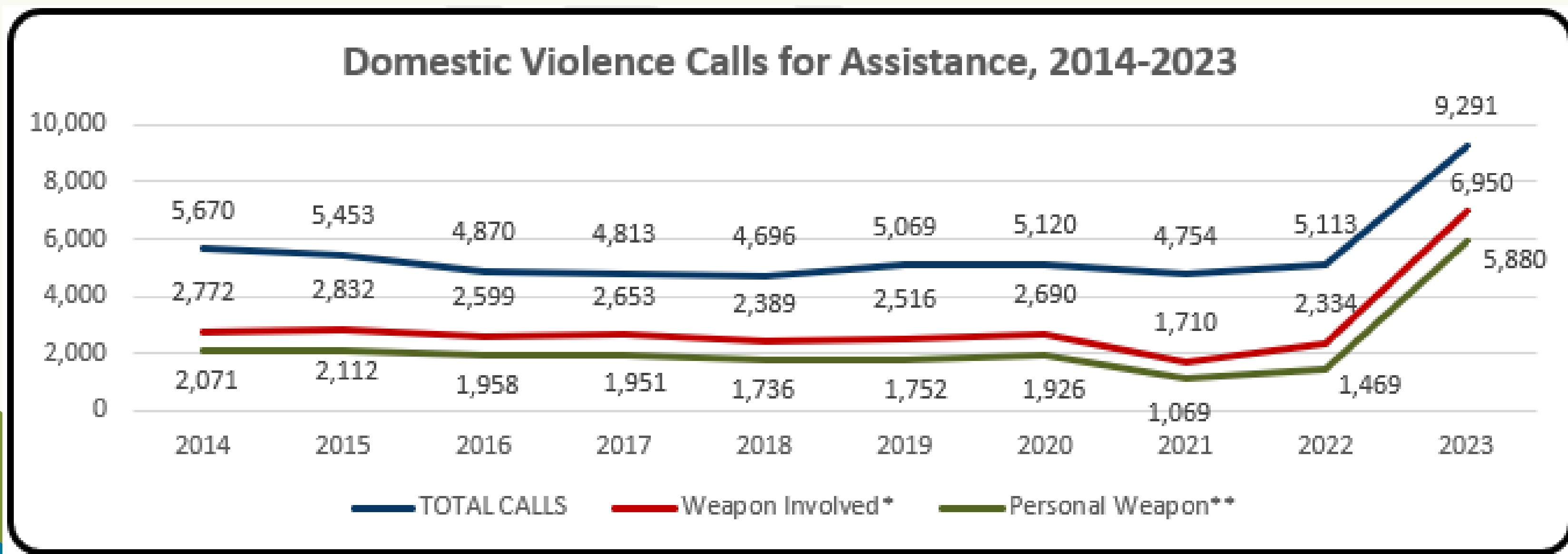
SINGLE PARENTS

- Single mothers are in poverty at 3 times the rate of married couples (27.2% vs. 8.2%)
- **Poverty rate** of single mothers with children under 5: **33.3%**
- **Poverty rates** for single mother households with children under 5 are highest in:
 - Florin (59.1%)
 - North Sacramento/Del Paso Heights (57%)
 - Arden-Arcade (55.7%)
- **Poverty rate of children age 0-17** in single-mother households: **30.9%**



DOMESTIC VIOLENCE

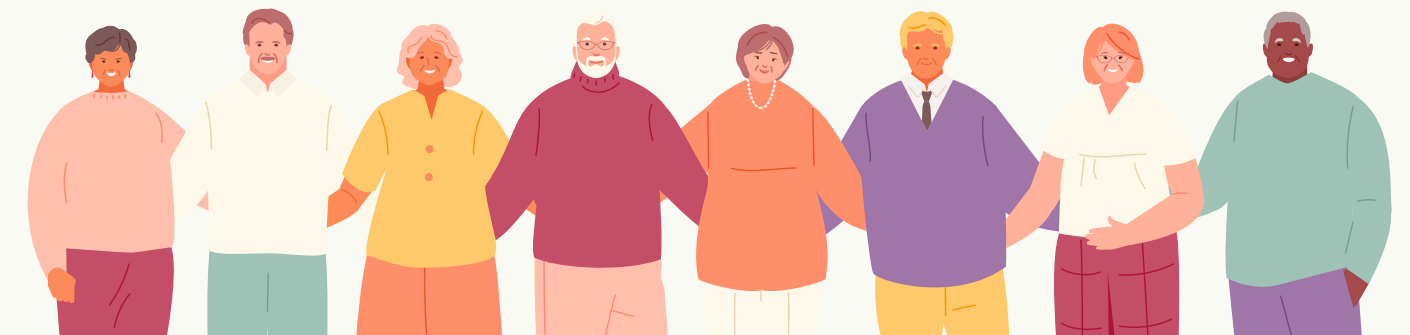
- DV calls for assistance **increased from 5,113 in 2022 to 9,291 in 2023** in Sacramento County
- Research suggests that most cases of DV are never reported



Source: Open Justice.doj.ca.gov, Data Exploration, 2023 Arrests

OLDER ADULTS

- **232,767 people 65+** in Sacramento County - 14.9% of the population
- 30.9% increase in people 65+, in 10 years - poverty rate is lower, but raw number of people in poverty is higher
- Poverty rate for people 65+: 10.5%
- **African Americans 65+** are more likely to be in poverty than other racial/ethnic groups (**17.3%** vs. 9.8% for whites)
- **14,591 people aged 70+ are still in the workforce**



YOUTH

- Youth 0-17 are **23.1% of** the Sacramento County **population**; **poverty rate** is **16.1%**
- **Youth poverty 0-17** in all family types hovers around **28%** in North Highlands, Arden-Arcade, Del Paso Hts./North Sac, and Parkway
- **1 in 5 households in Sac County experienced 4** or more Adverse Childhood Experiences (**ACEs**) in a 2011-2017 study
- **Prevalence of chronic health conditions & functional limitations** rose from 1 in 5 to **1 in 3 youth** in the past 20 years.
 - Affected individuals were more likely to be poor, unemployed, and on public health insurance.



FACTORS AFFECTING YOUTH SUCCESS

- **875 Sac County youth < 18 in foster care** on July 1, 2024
- At time of exit, **56% of the youth exiting** the system (93 youth) **had earned a high school diploma** or equivalent
- **Juvenile arrest rate** dipped in 2021 to 693, but increased almost to 2019 rates **in 2023 (1,456)**
- **Arrest rate is highest among Black/African American males** (42.2% of arrests; < 10% of population)



HOMELESSNESS

- **2024** Sacramento Point-In-Time (PIT) Count reported **6,615 people** living in a state of homelessness
- This is a **28.7% drop** in homelessness **from 2022**. Why?
 - 25% increase in Rapid Rehousing
 - 30% increase in Permanent Supportive Housing units
 - 84% increase in shelter/transitional housing beds
- **5,570 unhoused people** reported in **2019's** PIT
- **Self-reported:** 46.9% mental health issues; 31.6% substance use disorder; 14.8% DV; 62% two/more of these conditions
- **Sacramento County public schools: 12,076** students experienced homelessness during 2023-2024 school year
- **Shortage of affordable housing cited as a major concern**, in PIT and in SETA's community needs survey

HUNGER AND FOOD INSECURITY

- Estimated **9% Sacramento County adults (101,000)** and **8.5% children (30,200)** are food-insecure
- **42.8%** respondents to SETA's community needs survey cited **lack of food as a major concern**
- **Food banks are seeing a record number of people;**
 - River City Food Bank: 327,264 people in 2024; 36% children
- SNAP and WIC helpful
 - UCD Study: a child aging out of WIC doesn't experience more hunger – but the mother does



EDUCATIONAL ATTAINMENT

- **20.3%** of males, **24.8%** of females lacking a high school diploma are in poverty
- **At all educational levels, females earn less than males in Sacramento County**
 - 2023 median incomes for females with HS degree/equivalent was 55% that of males; topped out at 70% for females with a Bachelor’s degree
- **Certain students had higher rates of non-graduation:**
 - Homeless (44.7%); foster youth (43.2%); socioeconomically disadvantaged (37.6%); disabilities (34.9%)
 - Students who are homeless or who have disabilities are most likely to be suspended
 - Black/African American (17.6%); Hispanic/Latino (17.3%)
 - Correlation exists between rates of chronic absenteeism and non-graduation rates



LABOR FORCE AND UNEMPLOYMENT

- **Sac County unemployment rate** steadily dropped from 15.1% in April 2020 to **4.7% in December 2024.**
- Areas of Sacramento County with higher levels:
 - Florin (7.3%); Galt (6.6%); Foothill Farms (5.7%)
- **Impact of employment on poverty:**
 - **5.3% males, 6.3% employed females in poverty**
 - **25.2% males, 26.7% unemployed females in poverty**
 - **19.4% males, 20.3% females not in labor force in poverty**
- **Working adults in poverty:**
 - **32.1% (20,513) males, 27.7% (22,619) females in poverty**



PEOPLE WITH DISABILITIES



- **12% (198,748)** of people in Sacramento County have a disability
- Of those, **38,423** live in poverty (**19.3% poverty rate**)
- Among all people with disabilities (PWD), the poverty rate has steadily gone down in the past 10 years.
- **Largest age group of PWD in poverty** (23,506) are **ages 18-64**
- Among **PWD 65+**, the poverty rate has **remained the same, but the number** of people in poverty **has gone up** (8,046 to 12,002) -- more people 65+ in the population.
- **55.6%** of Sacramento County PWD are **not in labor force**
- Since 2021, PWD saw gains in employment; this may shift with in-person work taking a more central role



REFUGEES AND NEW AMERICANS

- **21+% of Sacramento County's** population is **foreign-born**
- Living **below federal poverty level**:
 - **14.7%** as a group
 - Arrived after 2010: **23.7%** in poverty
 - Arrived 2000 to 2009: **13.4%** in poverty
 - Arrived before 2000: **10%** in poverty
- Sacramento is a **top destination** for immigrants:
 - **14,055 in 2023** (40% of all refugees to California)
 - **15,461 in 2024**



COMMUNITY NEEDS SURVEY: MOST IDENTIFIED NEEDS

- **Help with rent was highest expressed need (43.7%)**
 - Related concerns of affordable housing, unsafe housing, and homelessness all between 25-30%
- Other basic necessities mentioned: **lack of food (42.8%), help with transportation (39.2%), utilities (36.6%), car repair (31.2%);** and **child care (28.5%)**
- **Employment/underemployment was cited as a major problem (40.6%),** with job training, job/career counseling, and lack of job skills/training all around 30%
- **Mental/physical health problems** were cited in **34.8%** of responses

CONCLUSIONS

- Poverty is most pronounced when several risk factors are present
- Recommend a focus on helping individuals obtain employment and housing, offering mentoring/emotional support to at-risk populations, and providing basic necessities for people in crisis
- Activities should be approached with an appreciation of the unique character of the specific target populations.

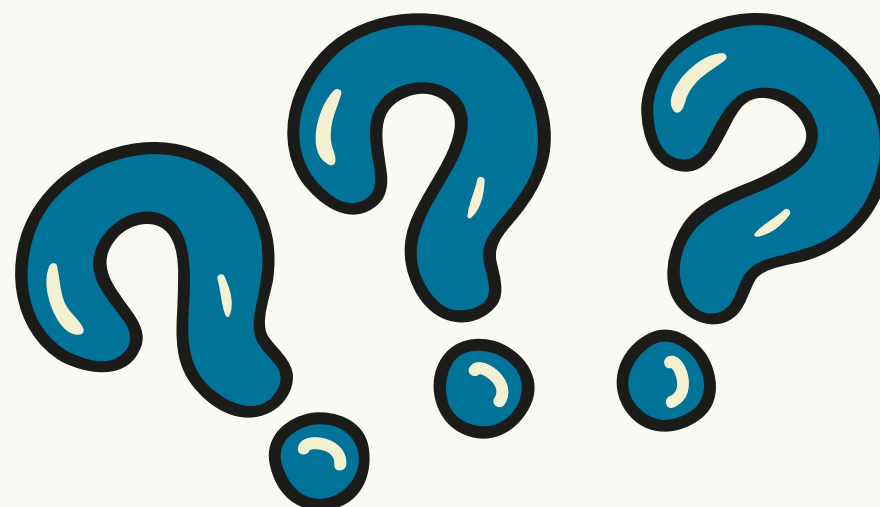


PRIORITY NEEDS FOR 2026/2027 COMMUNITY ACTION PLAN

These priorities are not listed in a particular order; SETA considers them all equally important.

- Low-income adults, including single mothers, lack education and job skills
- Low-income families lack housing
- Low-income families lack adequate funds for basic necessities such as housing, food, utilities, child care, and transportation
- Youth lack the life skills needed to function as self-sufficient and self-actualized adults
- Older adults and people with disabilities lack the resources to maintain self-sufficiency
- Survivors of domestic violence lack the resources and knowledge to successfully transition to a better life

QUESTIONS AND DISCUSSION



The Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services provided financial support for this [project / publication / website / etc.]. The award provided XX% of total costs and totaled \$XX. The contents are those of the author. They may not reflect the policies of the U.S. Department of Health and Human Services or the U.S. government.

INFORMATION ITEM IV-A
1st Quarter Strategic Plan Report

Presenter: Roy Kim

BACKGROUND:

This item allows the Workforce Development Deputy Director to provide the 1st Quarter Strategic Plan Report to the Board.

INFORMATION ITEM IV-B

Community Action Board (CAB) Member Training on Roles and Responsibilities: Why Are You Here?

Presenter: Julie Davis-Jaffe

BACKGROUND:

In satisfaction of CSBG Organizational Standard 5.8, CAB members are provided with training on their roles and responsibilities at least once every two years.

SETA will present the following information:

- A video for CAB member training which explores the reasons why people become CAB members, including what it means to be a board member who is Capable, Accountable, Representative, and Engaged (C.A.R.E.) in the context of community action.
- [Training link](#)

INFORMATION ITEM IV-C

CAB Notification of SETA Financial Audit: Organizational Standards 8.3 and 8.4

Presenter: Julie Davis-Jaffe

BACKGROUND:

To ensure that Community Action Agencies (CAAs) have the capacity to serve communities and maintain consistent standards across the country, the national oversight body which provides support and guidance for CSBG programs requires that all CAAs provide regular information to their Community Action Boards. Two standards are addressed in this Information Item, since they both address the SETA fiscal audit.

SETA will present the following information:

- The CAB is notified of the presence of the SETA audit and any potential findings when it becomes available (Org. Standards 8.2 and 8.3).
- The SETA Audit is available on the SETA website, at this [link](#).

INFORMATION ITEM IV-D
CAB Receipt of Bylaws: Organizational Standard 5.4

Presenter: Julie Davis-Jaffe

BACKGROUND:

To ensure that Community Action Agencies (CAAs) have the capacity to serve communities and maintain consistent standards across the country, the national oversight body which provides support and guidance for CSBG programs requires that all CAAs provide regular information to their Community Action Boards. One standard is addressed in this Information Item.

SETA will present the following information:

- The CAB received a copy of the most current bylaws in satisfaction of Organizational Standard 5.4

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
COMMUNITY ACTION BOARD
BYLAWS

Preamble

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and the County of Sacramento. It has been formed to administer a variety of human services programs.

SETA is governed by a Joint Powers Authority that is comprised of two Sacramento City Council members, two members of the Sacramento County Board of Supervisors and one individual mutually appointed by both the City and County. The Joint Powers Authority, or “SETA Governing Board,” is the policy-making body of the Agency and all items affecting the Agency must be presented to the SETA Governing Board for deliberation and final action.

In accordance with the Joint Powers Agreement, the SETA Governing Board may create under it a Community Action Board composed of public officials, representatives of private organizations and low income individuals.

The SETA Community Action Board is established as an advisory body to the Governing Board. Generally, the Community Action Program has the goals of enabling low income families, and low income individuals of all ages, to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

The Community Action Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the Community Action Board’s own composition. Each member of the Community Action Board has vital talents, experience, contacts and resources to offer.

CAB Bylaws
Approved 1/3/2019

Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interest of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low income individuals and their representatives are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Community Action Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs—and the positive effects those programs can have on the community.

Representatives of the private sector provide good decision-making capabilities. They normally have business management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Community Action Board by representing the remainder of the community.

The Community Action Board is entrusted with a mission, to make the entire community respond to the needs and interests of low income individuals and families. This is to be accomplished by mobilization of resources and getting greater institutional sensitivity, or understanding with the community.

Article I Community Action Board

1.1 General Composition

The Community Action Board shall be composed of twelve (12) members, with four (4) members representing each of three (3) constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or -low-income individuals residing within the Community Action Program jurisdiction.

1.2 Target Areas

SETA has identified six (6) low income target areas in Sacramento County based upon geographic locations and population data. The target areas are identified as follows:

1) North Central

Includes communities of: Alkali Flat, Rio Linda/Elverta, Robla, East Del Paso, Del Paso, Strawberry Manor and Northgate/Gardenland.

2) South Central

Includes communities of: Central City, City Farms, Oak Park, Freeport Manor, Woodbine, Glen Elder and Meadowview.

3) Citrus Heights

4) North Highlands

5) South Sacramento

Includes all unincorporated low income communities geographically located in the southern portion of the county.

6) Rancho Cordova

Representatives of the low income sector must reside within one of the designated target areas. In appointing organizations to represent the private sector and the low-income sector the Community Action Board, the SETA Governing Board shall attempt to appoint organizations housed within the six (6) designated target areas.

1.3 Public Officials

The four (4) public officials shall be elected public officials currently holding office or their representatives, except that if the SETA Governing Board determines that there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to represent public officials.

1.4 Private Sector Representatives

The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.

1.5 Low Income Sector Representatives

The four (4) low income sector members of the Community Action Board shall be low income individuals residing in one of the target areas and shall be democratically elected by groups which represent the interests of low income persons with final designation determined by the SETA Governing Board. Lists of organizations representative of low

income persons shall be compiled and maintained by the SETA Governing Board and updated as necessary for future selection purposes.

Article II Board Selection Procedures

2.1 Designation of Public Officials

The SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointive public officials to serve on the Community Action Board. Whether elected or appointive, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

Each elected or appointive public official selected to serve on the Community Action Board may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointive, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

2.2 Representation of the Private Sector

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organizations identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well

suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations each of which shall select a member or members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member or members to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.

2.3 Private Sector Selection Criteria

Criteria for selection of private sector organizations includes the following:

- A. The organization must be from any of the following six (6) categories:
 - Business/Industry
 - Labor
 - Religious groups
 - Private welfare/social services agencies
 - Private educational institutions
 - Other major groups or interests in the community as determined by the SETA Governing Board
- B. The organization may be located anywhere in the Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.
- C. When the number of qualified private sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may

choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

2.4 Representation of the Low Income Sector

To qualify for election, an individual must be low income as defined in the federal poverty guidelines and must reside in one of the low income target areas identified in Section 1.2 of these bylaws. Only qualified, low income individuals elected by an organization identified in Section 1.5 of these bylaws shall be eligible for election.

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of low income organizations identified on the list mentioned in Section 1.5 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process of the low income residents, each of the low income target areas identified in Section 1.2 are adequately represented.

When low income population data is made available by the Bureau of the Census, low income target areas shall be redrawn by the SETA Governing Board if necessary to achieve proportionate representation.

At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low income organizations to select a member or members to serve on the Community Action Board. No low income organization shall be designate to select more than two (2) members to serve on the Community Action Board. Upon designation, each low income organization shall democratically elect an individual or individuals, who is/are a resident of the appropriate low income target area, to serve on the Community Action Board as a representative of low income persons who reside in the same target area. Each organization shall elect an alternate representative for each member elected at the same time. The elected representatives and alternates must be low

income individuals themselves, must reside in a target area, but need not necessarily reside in the same target area.

2.5 Low Income Sector Organization Selection Criteria

Criteria for the selection of the representatives of the poor will include the following:

- A. The organization must represent a specific target area;
- B. In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- C. The organization must have a membership or constituency which is comprised of at least 51% low income persons.
- D. When the number of qualified low income sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the low income sector (which is four), the SETA Governing Board may choose not to reappoint organizations which have been represented on the Board for three (3) years or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

2.6 Selection of Organizations and Members

The SETA Governing Board shall select organizations at its February meeting every three (3) years commencing in 2006. Within thirty (30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.

2.7 Seating of Members

New members filling a vacancy shall be seated at the first regular meeting of the Community Action Board immediately subsequent to selection by the applicable organization.

2.8 Term

Each Community Action Board membership shall be for a term of three (3) years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.

Article III Membership Petition Procedure

3.1 Membership Petition Procedure

Any group representing a target area served by the Community Action Program which considers itself to be inadequately represented on the Community Action Board may file a request with SETA for adequate representation. The SETA Governing Board shall make a determination with respect to the request.

Should this request be granted, the requesting organization may be added to the Community Action Board membership at a regular meeting of the SETA Governing Board when designation of organizations are being considered or when a vacancy otherwise occurs as a substitution for the organization previously seated in that position. Any substitution must ensure the existence of a balanced, tripartite structure.

Article IV Removal/Attendance

4.1 Removal

If a private sector or low-income sector member or alternate ceases to be a resident of a target area, and/or a representative of the organization by whom that person was elected, such individual shall be deemed to have resigned as a member of the Community Action Board. A member may be removed by the SETA Governing Board for any of the following reasons:

- A. Excessive absences as defined in the Community Action Board Bylaws;
- B. Undertaking illegal activities while in the performance of functions as a SETA Community Action Board member;
- C. Conflict of Interest as defined by applicable Federal and State laws and administrative regulations and SETA policies;
- D. Public officials may be removed from the Community Action Board at any time at the discretion of the SETA Governing Board.

4.2 Attendance

If a Community Action Board member is absent from three (3) regular Community Action Board meetings or meetings (whether regular, special or emergency) where funding recommendations are scheduled to be made, the member shall be deemed to have resigned as a member of the Community Action Board. Attendance by an alternate, except as to public officials as identified in Article II, Section 2.1, shall not be deemed to be attended by the member.

4.3 Vacancies

Any vacancy occurring on the Community Action Board shall be filled by an alternate, upon consent of the alternate, or otherwise at the earliest possible date by the applicable

organization utilizing the selection criteria as outlined in these Bylaws. If an alternate fills such a vacancy, the organization which appointed the alternate shall appoint an individual to fill the vacancy created by the alternate becoming a member. If an organization selected by the SETA Governing Board to represent either the private sector or the low-income sector fails to select an individual to serve as a member and an individual to serve as an alternate of the Community Action Board for a period of thirty (30) days from selection by the SETA Governing Board, or after a vacancy otherwise exists because of removal or resignation, that organization shall be deemed to have resigned as an organization to be represented on the Community Action Board. In that event, a new organization shall be selected by the SETA Governing Board to fill the unexpired term pursuant to the selection provisions of these Bylaws.

4.4 Alternates

Each stated private sector and low-income sector organization represented on the Community Action Board shall select an alternate, which person shall meet the same membership eligibility requirements as its representative.

An Alternate may attend any regular, special, emergency, or committee meeting in the place of the member, and shall have full authority to act in the member's place, with the exception that said alternate shall not be entitled to act as an officer of the Community Action Board.

4.5 Familiarity With SETA Documents

Each member and each alternate of the Community Action Board shall be provided with the following documents and be familiar with them: the SETA Joint Powers Agreement; the SETA Mission Statement; the SETA Community Action Plan; and any other policies, regulations, or laws which affect the SETA Community Action Program.

4.6 Code of Conduct

Each member and each alternate of the Community Action Board:

- A. Shall not pursue private or personal interests while carrying out public responsibilities of the Community Action Board;
- B. Shall not in any way carry on individual activities or duties of the Community Action Board which have not been especially authorized by the Community Action Board, by the Board Chair, or by the Board Committee Chair;
- C. Shall not interfere with the directives of the SETA Governing Board and/or with staff members in the performance of such directives.

Article V Meetings and Rules

5.1 Regular Meetings

Except as hereinafter provided, the regular meetings of the Community Action Board shall be held on the second Wednesday of each month at 10:00 a.m. The place of the meeting shall be provided in the notice of the meeting.

5.2 Special Meetings

Special meetings of the Community Action Board may be called (a) by the Chair of the Community Action Board, or (b) the Secretary-Treasurer of the Community Action Board upon the written request of the majority of the Board members or (c) by the directive of the SETA Governing Board.

5.3 Meeting Notice

Written notice of the regular meetings of the Community Action Board shall be given to each Board member at least five (5) days before the date of the meeting.

5.4 Quorum

A Quorum of the Community Action Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate in the absence of a member shall be counted in determining a quorum. Any action of the Community Action Board must have a vote of a majority of the members present at any meeting at which there is a quorum, except as may be otherwise provided by law, by the Joint Powers Agreement establishing SETA, or by these Bylaws. If a quorum is not present at any meeting of the Community Action Board, the Board may sit as a committee but no official Board action may be taken.

5.5 Conduct of Meetings

The Community Action Board shall abide by the Rules of Procedure adopted by the SETA Governing Board for the conduct of its meetings.

5.6 Public Meetings

All meetings of the Community Action Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

5.7 Proxy Votes

Proxy votes shall not be permitted in any vote in any meeting of the Community Action Board or committee thereof.

5.8 Conflict of Interest

Every Community Action Board member shall avoid personal financial conflict of interest and the appearance of conflict of interest. A Community Action Board member who is the representative of an organization that has a proposal before the Community

Action Board shall abstain from any participation, including voting, regarding his/her organization's proposal. No person may sit on the Community Action Board who is an officer, director or employee of any organization contracting to perform a component of SETA/Community Action Board work program, except that this requirement shall not apply to Public Officials should SETA contract with his/her jurisdiction. This shall also apply if a member of his/her family is employed by, or has a substantial interest in, the organization requesting funds. No employee of SETA may serve on the Community Action Board, and no Federal or State employee may serve on the Board in a capacity that will require him/her to act as an agent of or as an attorney for SETA in its dealings with any Federal or State Agency. All Community Action Board members are subject to the SETA Conflict of Interest Code.

5.9 Minutes

Minutes of all regular, special and emergency Community Action Board meetings shall be recorded and transcribed by SETA staff. Included in the minutes will be a record of votes on all motions. Minutes of each meeting will be transmitted to the Community Action Board five (5) days in advance of each subsequent regular meeting; or, in the case of special meetings, twenty four (24) hours in advance of such meetings. The minutes of all Community Action Board meetings shall be available for public inspection.

5.10 Compensation and Reimbursement

Compensation for service on the Community Action Board and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.

Article VI Officers

6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

6.3 Vice Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair.

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

Article VII Committees

7.1 Standing Committees

The standing committee of the Community Action Board shall be the Executive Committee. With the exception of the emergency matters, the actions of the Executive Committee are subject to the approval of the Community Action Board, unless waived by the Board.

7.2 Executive Committee

The Executive Committee shall consist of the officers of the Community Action Board. The Executive Committee shall act on behalf of the Community Action Board only in the case of emergency matters arising during the intervals between Board meetings. The first item of business to be taken up at such a meeting will be the question: "Is the matter an emergency requiring action by the Executive Committee?" The Executive Committee shall not act on behalf of the Community Action Board in emergency matters if a special meeting of the Board may be convened. The affirmative vote of not less than a majority of a quorum of the Executive Committee shall be necessary for the adoption of the resolution or the taking of any other action by the Committee.

7.3 Special Committees

There shall be such special committees, called ad hoc committees, as the Community Action Board or Board Chair may establish from time to time.

7.4 Composition

All special committees shall be constituted as follows: One-third (1/3) of the committee members shall be Public Official representatives; one-third (1/3) of the committee members shall be Private Sector representatives; and at least one-third (1/3) of the committee members shall be Low-Income Sector representatives. In the absence of a member, an alternate may serve on a committee with full privileges and voting rights.

7.5 Committee Quorum

A quorum for any committee, shall consist of a majority of its members.

Article VIII Amendments

8.1 Procedure

To amend these Bylaws the following procedure shall be followed:

- A. Proposed amendment(s) shall be mailed to members of the Community Action Board at least five (5) days prior to their reading at a Community Action Board meeting. A two-thirds (2/3) vote of the members present and voting shall pass the amendment(s).

- B. Any amendment(s) to the proposed amend(s) shall follow the same procedure as the original amendment(s).

8.2 Approval by SETA Governing Board

Amendments to these Bylaws shall only take effect upon approval of the SETA Governing Board. Once approved, an amendment shall be immediately effective.

INFORMATION ITEM IV-E
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. Gina Wandell

DATE: April 30, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Review of Elk Grove Unified School

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 637,233	7/1/23-6/30/24	1/1/24-6/30/24
WIOA	Out of School Youth	\$ 329,729	7/1/23-6/30/24	1/1/24-6/30/24
WIOA	Prison to Employment	\$ 47,250	4/1/23-11/30/25	1/1/24-6/30/24
CSBG	Safety Net	\$ 100,000	1/1/24-12/31/24	1/1/24-12/31/24
CSBG	Family Self-Sufficiency	\$ 111,066	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	Yes	No
8	OJT – Contracts/ Files/ Payment	N/A	N/A
9	Indirect Cost Allocation	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District Adult & Community Education

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act programs of Adult, Out-of-School Youth and Prison to Employment from July 1, 2024 to December 31, 2024 and Community Service Block Grants, Family Self-Sufficiency and Safety Net 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. Lisa Welze

DATE: May 12, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of International Rescue Committee

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	VESL/ES	\$ 960,000	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	ES	\$ 280,000	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	Add'l Sup	\$ 196,420	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	ELL	\$ 214,400	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	HAU	\$ 307,983	8/3/23 – 9/30/25	8/3/23 – 9/30/24
CSBG	FSS	\$ 75,000	1/1/23 – 12/31/23	4/1/23 – 12/31/23
CSBG	YSS	\$ 65,000	1/1/23 – 12/31/23	4/1/23 – 12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 2/4/25

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	N/A	N/A
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	Yes	Yes
10	Adherence to Budget	Yes	Yes
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: International Rescue Committee

Findings and General Observations:

The total costs as reported to SETA for the Refugee Support Services and Community Services Block Grant programs have been traced to the subgrantee's fiscal records and appear to be in order with the exceptions noted below:

1. A review of International Rescue Committee's invoices sent to SETA shows that IRC is out of compliance with the Agreement for Delegation of Activities under the Refugee Support Services and Community Services Block Grant. Monthly reimbursement invoices must be submitted by the 10th of the following month for which costs are being claimed. IRC is consistently late sending SETA their reimbursement invoices and often arrive with mathematical errors causing further delay as accounts payable staff have to reach out for clarification and remediation.

Recommendations for Corrective Action:

1. IRC will provide SETA with a detailed corrective action plan which clearly dictates what processes will be changed to adhere to the requirements of the signed delegate agreement.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Debbie Hughes

DATE: May 6, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Next Move Homeless Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 36,146	7/1/24-6/30/25	7/1/24-12/31/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: August 2024

	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	N/A	N/A
6	Fringe Benefits	N/A	N/A
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	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Next Move Homeless Services, Inc.

Findings and General Observations:

We have reviewed the Community Services Block Grant (CSBG) of Safety Net program from July 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

REPORTS TO THE BOARD ITEM V

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.