

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday August 13, 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, 86533930936# US (San Jose).

Meeting ID: 865 3393 0936

Passcode: 451075

[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 July 9, 2025, Regular Board Meeting 2-21

II. PRESENTATIONS:

- A.** Folsom Cordova Community Partnership
B. The Salvation Army

III. ACTION/DISCUSSION ITEMS: None

IV. INFORMATION ITEMS:

- A.** CSBG Fiscal Monitoring Reports (Julie Davis-Jaffe) 22-28
- First Step Communities
 - Folsom Cordova Community Partnership
 - World Relief Corporation of National Association of Evangelicals (Sacramento)
- B.** CSBG Fiscal and Program Monitoring Schedules (Julie Davis-Jaffe) 29-32
- C.** Program Operator Report - 2nd Quarter Report (Julie Davis-Jaffe) 33-36
- D.** Satisfaction Survey Report- 2nd Quarter (Julie Davis-Jaffe) 37-38

V. REPORTS TO THE BOARD: 39

- A.** Chair
B. Executive Director
C. Deputy Director/Program Manager
D. Members of the Board
E. Public

VI. ADJOURNMENT

DISTRIBUTION DATE: Wednesday, August 6, 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	A	X						
Wilfredo Cruz (Appointed 3/6/25)	Private Sector					X	A	A						
Aterious Cuffee (Appointed 4/8/25) Alt.: Franschelle Brown	Low Income Sector					X	ALT	X						
Debra Gipson (Appointed 6/30/23)	Low Income Sector	X	X			X	X	X						
LaShelle Dozier	Public Sector	A	A			X	A	X						
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X			A	A	A						
Graciela Garduno (Appointed 2/23/24) Alt.: Franschelle Brown	Low Income Sector	X	A			X	X	A						
Renee John (Appointed 4/6/23) Alt.: Yzabelle De La Cruz	Private Sector	X	X			X	X	X						
Leslie Taylor (Appointed 8/1/24)	Public Sector	X	X			X	A	X						

*Special meeting

ALT – Alternative Representative present

CONSENT ITEM I-A

Approval of Minutes of July 9, 2025, Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of July 9, 2025, regular Board meeting.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday July 9, 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
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Debra Gipson, Secretary/Treasurer, Our Kids Community Breakfast Club
Renee John, Valley Vision
Leslie Taylor, Child Action, Inc.
Aterious Cuffee, Head Start Policy Council

Members Absent:

Graciela Garduno, Head Start Policy Council
Dominique Espinosa, Chair; Mutual Housing California
Wilfredo Cruz, Community Resource Project

I. CONSENT ITEM:

A. Approval of Minutes of May 14 and June 11, 2025, Regular Board Meetings

The minutes were reviewed; there were no corrections.

Moved/John, second/Coyle to approve the minutes of May 14 and June 11, 2025, regular meeting as distributed.

Roll call vote:

Aye: 5 (Dozier, Cuffee, Coyle, Gipson, John)

Nay: 0

Abstention: 1 (Taylor)

Absent: 3 (Espinosa, Garduno, Cruz)

II. PRESENTATION:

A. Waking the Village

Ms. Grace Loescher presented on the programs of the Waking the Village organization. The presentation is attached to these minutes. Ms. Loescher noted that many people who graduated from the program go on to become employees. The primary age group for participants in the programs is approximately 18 to 24 years old. Waking the Village

connects youth in crisis with essential services, such as Emergency Bridge Housing (EBH) at the Grove, which provides cottages for transitional age youth. Waking the Village has live contingency plans in case of funding challenges while exploring additional funding opportunities beyond government sources.

III. ACTION/DISCUSSION ITEMS:

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2026-2027 Program Year

Ms. Moore reviewed the item. She advised that, as the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan (CAP) process designated by the State of California, Department of Community Services and Development (CSD). At the May 14, 2025, Community Action Board (CAB) Meeting, the CAB approved the CAP. On June 5, 2025, the SETA Governing Board approved the 2026/2027 CAP. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs, services, and recommendations identified in the CAP.

CSBG funds available for allocation under this RFP are contingent upon funds being made available to the State Department of Community Services and Development by the United States Government for this program. The Federal Budget, currently being considered by Congress, includes a proposal to eliminate funding for the CSBG program. However, changes to the Budget are being considered by Congress which may alter funding allocations for this and other programs. SETA staff recommends moving forward with the procurement process in the event that funds are appropriated by Congress.

Under the RFP, the subpopulations of the unhoused or housing-insecure and single parents will be given priority consideration due to their particular vulnerability. For the remainder of the funding, the relative weight for Family Self-Sufficiency (FSS) and Safety Net programs will be based on the proposals that best address the community needs in the priorities list from the CAP.

The SETA Governing Board will consider approval of the CSBG RFP at its August 7, 2025, meeting. If approved, the CSBG RFP will be released on August 8, 2025, at 1:00 p.m.

Moved/Coyl, second/John, to approve the CSBG Request for Proposals for Program Year 2026-2027.

Roll call vote:

Aye: 6 (Dozier, Taylor, Cuffee, Coyl, Gipson, John)

Nay: 0

Abstention: 0

Absent: 3 (Espinosa, Garduno, Cruz)

IV. INFORMATION ITEM:

A. CSBG Fiscal Monitoring Reports: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director: No report

C. Deputy Director/Program Manager:

Mr. Kim announced that SETA has officially hired Ms. Zakiya Khalfani as the Staff

Development Officer. This decision aligns with the initiatives outlined in the SETA Strategic Plan.

He also shared that SETA is actively monitoring developments regarding the federal budget. Mr. Kim emphasized that funding allocations for the Workforce Innovation and Opportunity Act (WIOA) have been received and show significant increases: Adult and Youth funding is up by 16%, while funding for Dislocated Workers has increased by 30%.

During the last SETA Governing Board meeting, a recommendation for a prudent funding extension for the Job Centers and Youth providers was approved. SETA has set aside additional funds to address future contingencies. More information will be provided as it becomes available.

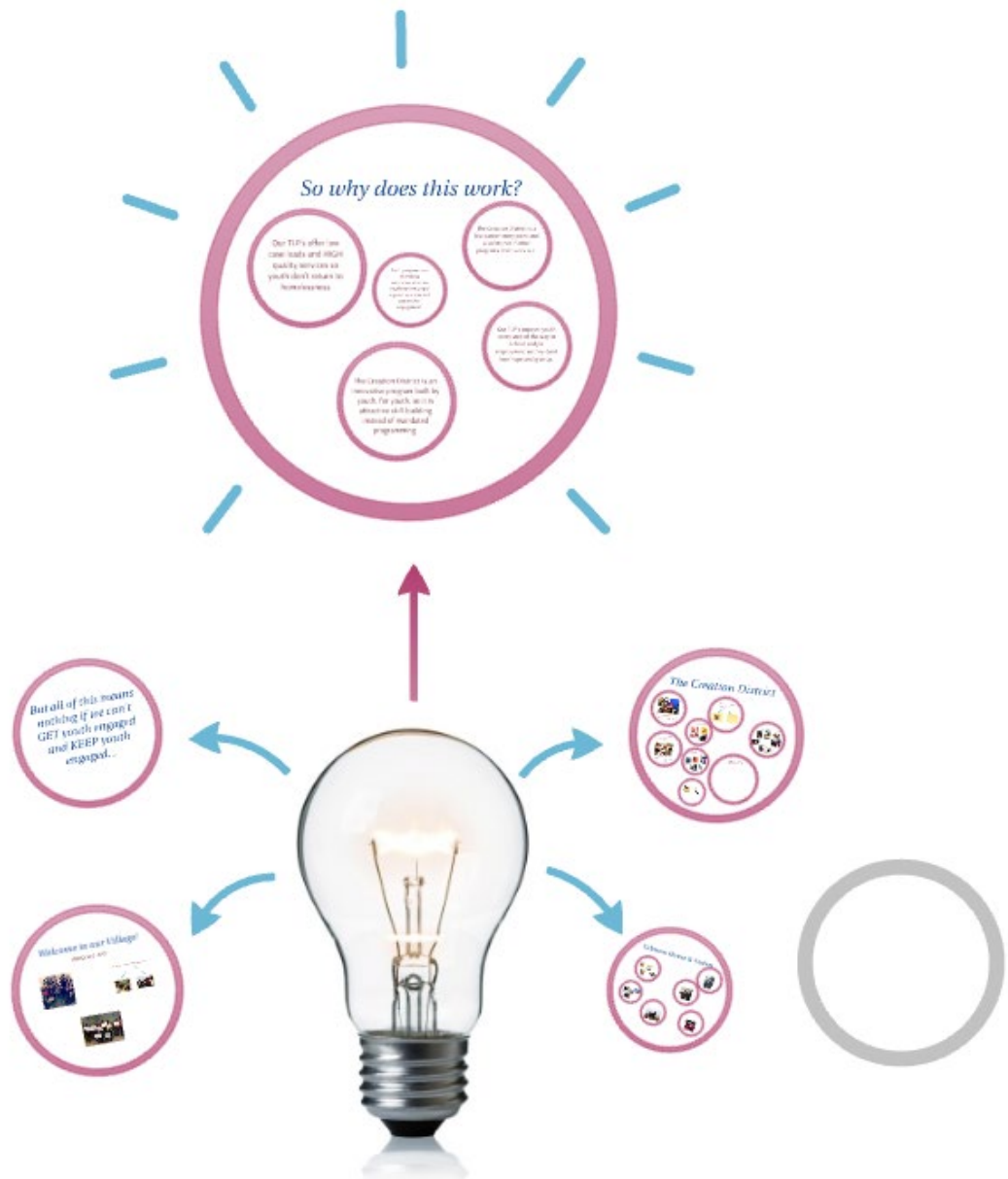
Additionally, Mr. Kim announced that a contract has been signed with the Jaimes Irvine Foundation, and SETA has been awarded funds for the Public Service Practice Change initiative. The main goals of this initiative include establishing a cross-advisory board that represents all of SETA's various boards, as well as customers and graduates of the programs, to emphasize customer decision-making. Further details will be provided in future meetings.

D. Members of the Board: None

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 10:40 a.m.

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



Waking the Village

Supporting youth in living, not just surviving.

Welcome to our Village!

WHO WE ARE



Since 2003, Waking the Village has been offering transitional housing and creative programming to youth and young adults experiencing homelessness.

HOUSING AND DROP-IN SERVICES



Suburban House and Audrey
(Our Transitional Living Program)



The Creation Project
(Our Arts and Leadership Program)



Waking the Village (WV) leads six programs: Suburban House, Audrey's apartment of two bedrooms, Sylvia's, the Village, Mt. Zion Children's studio, Mt. Zion Child Development Center, Provision and more than 500,000, Street Leaders, Youth Action Board, and the Creation Project. Each program centers on an interactive environment that inspires growth and builds community.

The Creation District



Art is for everyone and everyone is an artist

Options for Youth at Every Level



EDUCATION



Creation District Records



Accessible and Attractive Entry Point for Youth



1219 S Street 9AM - 4PM
M, T, Th, Fr

PROJECT HEAL



SKILLS

- 98.8% of youth reporting feeling better able to reflect on and think about their well-being since attending the Creation District
- 95% of youth reported that attending the Creation District has strengthened their ability to work through difficult situations like sadness, depression, or anxiety
- 91.3% reported that their coping skills (defined as "the ways we deal with and work through difficult situations") have improved since attending the Creation District
- 93.3% of youth feel an increased confidence with raising their voice and understanding leadership opportunities since attending the Creation District
- 100% of youth feel that Creation District fosters youth voice in developing programming
- 70% of youth said they gained Reading & Writing Skills
- 72% of youth said they gained an Ability to Talk & Work through situations
- 92% of youth said they gained Public Speaking and Presenting Skills
- 71% of youth said they gained the Ability to Problem Solve Creatively

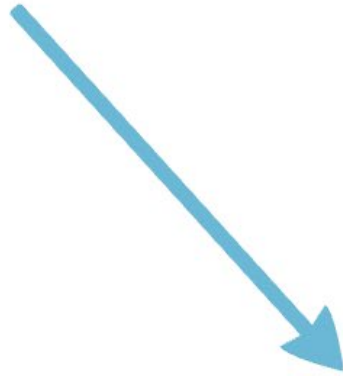
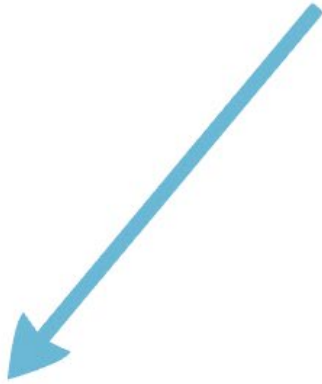
YOUTH VOICE & LEADERSHIP





Waking the Village (WTV) leads ten programs: Tubman House, Audre's Emporium of New Tomorrows, Sylvia's, The Village, Art Beast Children's Studio, Art Beast Child Development Center, Prevention and Intervention Services, Street Leaders, Youth Action Board, and the Creation District. Each program centers on an interactive environment that inspires growth and builds community.

HOUSING AND DROP-IN SERVICES



Tubman House and Audres
(Our Transitional Living Programs)



The Creation District
(Our Arts and Leadership Program)

Tubman House & Audres

18 - 24 months of
"home not shelter"



INTENSIVE Support with
Education and Employment



Support & Encouragement to
dream as BIG as you want!



Opportunities for beauty
and adventure



INTENSIVE Coaches by your side
every step of the way



Access to free high quality
child care and ongoing
parenting support





Art is for everyone and
everyone is an artist

Accessible and Attractive Entry Point for Youth



*1219 S Street 9AM - 4PM
M, T, Th, Fr*

Options for Youth at Every Level



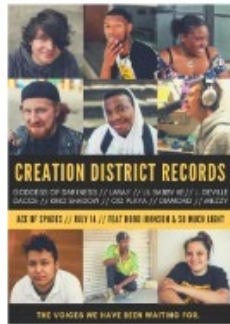
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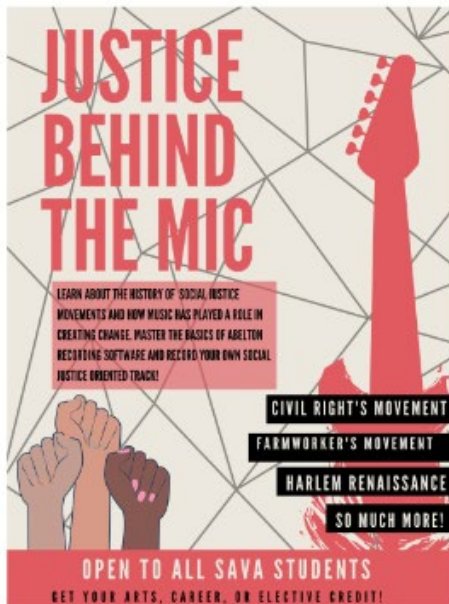
SKILLS

- 96.6% of youth reporting feeling better able to reflect on and think about their wellness since attending the Creation District
- 95% of youth reported that attending the Creation District has strengthened their ability to work through difficult emotions like sadness, depression, or anxiety
- 91.5% reported that their coping skills (defined as “the ways we deal with and work through difficult emotions”) have improved since attending the Creation District.
- 93.3% of youth feel an increased confidence with raising their voice and embracing leadership opportunities since attending the Creation District
- 100% of youth feel that Creation District honors youth voice in developing programming
- 70% of youth said they gained Reading & Writing Skills
- 72% of youth said they gained an Ability to Talk & Work through emotions
- 67% of youth said they gained Public Speaking and Presenting Skills
- 71% of youth said they gained the Ability to Problem Solve Creatively

Creation District Records



EDUCATION



The collage features five distinct posters for Project Heal events:

- project heal info session:** A blue poster for a session on Monday, August 8th, 11AM, at The Creation District. It includes a QR code and a cartoon illustration of a person with headphones.
- STAY HERE WITH ME.:** An orange poster for a poetry workshop and advocacy campaign on Thursdays, 2-4PM. It features a torn paper effect at the bottom.
- YOU MATTER MEDIA LAB:** A dark poster with neon graphics for a youth-created media campaign on Mondays, 10-12. It includes the Sacramento Youth Development logo.
- all the feels:** A black poster for a mixed tape volume, featuring a photo of a group of people in a recording studio.
- PROJECT HEAL ALBUM RELEASE SHOW:** A yellow poster for an album release show on Wednesday, May 18, featuring a collage of music-related icons and the Sacramento Youth Development logo.



YOUTH VOICE & LEADERSHIP



ADDITIONAL PROGRAMS

STREET LEADERS: YOUTH LED STREET OUTREACH

YOUTH ACTION BOARD: ELEVATING YOUTH VOICE & ADVOCACY

PREVENTION AND INTERVENTION: SHELTER AND HOUSING NAVIGATION

TH --> RRH: HELPING YOUTH FIND INDEPENDENT LIVING

So why does this work?

Our TLP's offer low case loads and HIGH quality services so youth don't return to homelessness

Both programs are in endless communication so youth have multiple support systems and options for engagement.

The Creation District is a low barrier entry point and a safety net if other programs don't work out.

Our TLP's support youth every step of the way in school and/or employment so they don't lose hope and give up.

The Creation District is an innovative program built by youth, for youth, so it is attractive skill-building instead of mandated programming.

INFORMATION ITEM IV-A
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: July 31, 2025

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal monitoring of First Step Communities

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	SN	\$ 60,000	1/1/24 – 12/31/24	10/1/24 – 12/31/24
CSBG	SN	\$ 60,000	1/1/25 – 12/31/25	1/1/25 – 5/31/25

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

Date of Review: 6/24/25

	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	N/A	N/A
12	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: Mr. Robert Sanger

DATE: July 10, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Folsom Cordova Community Partnership

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	\$139,398	7/1/24 – 6/30/25	7/1/24 – 3/31/25
WIOA	ADULT	\$401,406	7/1/24 – 6/30/25	7/1/24 – 3/31/25
CSBG	SN	\$85,000	1/1/25 – 12/31/25	1/1/25 – 3/31/25
CSBG	SN	\$85,000	1/1/24 – 12/31/24	7/1/24 – 12/31/24
RSS	ADD'L SS	\$35,610	10/1/23 – 9/30/24	7/1/24 – 9/30/24
RSS	ES	\$270,000	10/1/23 – 9/30/24	7/1/24 – 9/30/24
RSS	HAU	\$85,436	8/3/23 – 9/30/25	7/1/24 – 3/31/25
RSS	ETPF	\$130,000	5/1/23 – 3/31/25	7/1/24 – 3/31/25
RSS	ES	\$270,000	10/1/24 – 9/30/25	10/1/24 – 3/31/25
RSS	ADD'L	\$30,060	10/1/24 – 9/30/25	10/1/24 – 3/31/25

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

Date of Review: 4/29/25

	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	Yes	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: Folsom Cordova Community Partnership

Findings and General Observations:

The total costs as reported to SETA for the WIOA, CSBG, and RSS 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

MEMORANDUM

TO: Mr. Mark Dandeneau

DATE: July 10, 2025

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 99,660	1/1/24 – 12/31/24	1/1/24 – 12/31/24
RSS	ES	\$ 180,000	10/1/23 – 9/30/24	10/1/23 – 9/30/24
RSS	Add'l SS	\$ 24,120	10/1/23 – 9/30/24	10/1/23 – 9/30/24

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

Date of Review: 4/30/24

	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	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: World Relief Corporation - Sacramento

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grant and Refugee Support Services have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
Governing Board

INFORMATION ITEM IV-B
CSBG Fiscal and Program Monitoring Schedules

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information are the schedules for fiscal and program monitoring for SETA's CSBG programs. Fiscal and program monitoring are handled differently. Fiscal monitoring covers all programs for which the subgrantee runs a program funded by SETA; CSBG program monitoring is handled by the CSBG Unit at SETA.

Staff will be available to answer questions.

CSBG FISCAL MONITORING

Agency	Estimated Monitoring Time Frame	Last Actual Monitoring Review and Submission Dates
Elk Grove Unified School District (FSS, SN)	February/March 2025	Review: March 2025 Submitted: 4/30/25
First Step Communities (SN)	February/March 2025	Review: 12/10/24 Submitted: 1/23/25
Folsom Cordova Community Partnership (SN)	February/March 2025 or with WIOA closeout in 3 rd quarter	Review: 3/13/24 Submitted: 9/27/24
La Familia Counseling Center (FSS)	Done with WIOA closeout in 3 rd quarter	Review: 10/25/24 Submitted: 12/5/24
Next Move Francis House Center (SN)	Initial monitoring complete; final monitoring in February/March 2025	Review: 8/2024 Submitted: 8/29/24
Opening Doors (SN)	February/March	Review: 4/2025 Submitted: 5/31/25
River City Food Bank (SN)	February and August/September	Review: 2/2025 Submitted: 3/12/25
The Salvation Army (SN)	February/March	Review: 2/2025 Submitted: 3/31/25
Saint John's Program for Real Change (2 FSS Programs)	February/March	In process: estimated completion by 8/29/25
Waking the Village (FSS)	February/March	Review: 3/2025 Submitted: 3/31/25
World Relief (FSS)	February/March	Review: 4/30/24 Submitted: 7/2/24

SETA's subgrantees are monitored for fiscal and program compliance at least once a year. WIOA, Refugee and Head Starts are reviewed twice a plan year, for an initial and a final monitoring. Initial monitoring covers the first six months of the plan year, with the final monitoring being the last part of the plan year.

CSBG subgrantee agencies are typically reviewed once a year, after the close-out report is submitted. Typically, CSBG programs are monitored in February or March; again, this is predicated on the agency submitting their closeout report. However, if the subgrantee has multiple programs with SETA, the fiscal monitors work CSBG into the other agency's monitoring visits so that it is more convenient for the agency.

Frequency of fiscal monitoring is based on SETA's risk assessment for the individual agency. Low risk assessment means an agency is monitored once a year. It is handled as a desk monitoring, although the fiscal monitors have the discretion to ask for an onsite visit. An agency which is deemed medium risk is monitored twice a year. High risk might mean three monitoring visits in the year, but it could also mean two monitoring visits with additional testing on transactions or more careful scrutiny of area(s) where there have been findings in the past.

**2025 SETA Review and Monitoring Process
for CSBG Funded Delegate Agencies
Pre-monitoring visits will be conducted virtually in 2025**

Dates	Action
February 24 th through March 4 th	Monitors contact all delegate agencies to invite them to virtual pre-monitoring visits via Zoom – two for Safety-Net, two for case-managed programs – to be held no earlier than March 14 th . Requested RSVPs will ensure that all programs receive the information. All programs will receive a copy of the Monitoring Expectations.
March 17 th through March 28 th	Monitors conduct group pre-monitoring visits via zoom, to discuss what will be reviewed in the actual monitoring visits, and identify any areas where additional TA would be advisable.
June 2 nd through June 27 th	Contact delegate agencies by email to set appointments for monitoring visits. Send a letter confirming the pending monitoring visit date and time, stating the purpose of the visit and letting them know to expect, an explanation and list of everything that will be reviewed, and a list of client names for files to be reviewed, two weeks prior to the visit. The template to be sent is the <u>2025 Visit.Confirm.CltNames.MonitorLtr</u> after personalizing for agency information and client names.
June 27 th through July 18 th	All delegate agency desk audits, monitoring visits and any subsequent follow-up activities are completed.
By August 1 st	Deadline for the submission of all draft monitoring reports
By August 15 th	Deadline for the submission of all final monitoring reports
By August 25 th	Deadline for monitoring reports to be sent to delegate agencies, with any corrective action plans required for follow-up activity.
By September 12 th	Deadline for delegate agencies to submit corrective action plans required for programs not meeting standards.

2025 Monitor Visit

June

Date	Time	Agency	Location	Program	Monitor	Letter Sent 2 wks. prior
<i>Monday, June 24, 2025</i>	10:00 am-2:00 pm	Elk Grove Adult and Community Education	8401 Gerber Rd. Sacramento, CA 95828	FSS/SN	Denci/Rosie	06/09/25

July

Date	Time	Agency	Location	Program	Monitor	Letter sent 2 wks. prior
<i>Monday, July 2, 2025</i>	10:00 am – 2:00 pm	La Familia Counseling Center	5523 34 th Street, Sacramento, CA 95820	FSS (Youth)	Denci/Rosie	06/17/25
<i>Monday, July 8, 2025</i>	9:30 am – 1:30 pm	St. John's Program for Real Change	8501 Jackson Rd. Sacramento, CA	FSS/FSS (SP)	Denci/Rosie	06/23/25
<i>Thursday July 10, 2025</i>	10:00 am-12:00 pm	Folsom Cordova Community Partnership	10665 Coloma Road, suite 200 Rancho Cordova, CA 95670	SN	Rosie	06/25/25
<i>Monday, July 14, 2025</i>	10:00 am-12:30 pm	Next Move Homeless Services	1422 C St. Sacramento, CA 95814	SN	Denci	06/30/25
<i>Monday, July 14, 2025</i>	10:00 am – 12:30 pm	First Steps Community	1400 N A St bldg. A, Sacramento, CA 95811	SN	Rosie	06/30/25
<i>Wednesday, July 16, 2025</i>	10:00 am-1230 pm	The Salvation Army	3213 Orange Grove Ave North Highlands, CA 95660	SN	Denci	07/02/25
<i>Wednesday July 16, 2025</i>	10:00 am-12:30 pm	Opening Doors, Inc.	1111 Howe Ave, Suite 125 Sacramento, Ca 95825	SN	Rosie	07/02/25
<i>Monday, July 21, 2025</i>	10:00 am-2:00 pm	World Relief	2233-Watt Ave, Suite 110 Sacramento, CA 95825	FSS	Denci	07/07/25
<i>Tuesday, July 29, 2025</i>	10:00 pm – 2:00 pm	Waking the Village	Creation District 1219 S Street Sacramento, CA	FSS	Denci/Rosie	07/15/25

INFORMATION ITEM IV-C
Program Operator Report – 2nd Quarter

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 2nd Quarter, covering the period of April 1 through June 30, 2025.

Staff will be available to answer questions.

**Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency and Family Self-Sufficiency Special Projects
Second Quarter through June 30, 2025**

Employment																				
	Enrollments						Employed in 2025				Employed 90 days in 2025				Employed 180 days in 2025					
	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	Annual Goal	YTD	Goal	YTD Actual	YTD Rate
Elk Grove Adult and Community Education	36	17	13	14	27	159%	31	7	12	171%	31	6	8	133%		20	9	9	100%	
World Relief Sacramento	56	42	0	30	30	71%	39	29	2	7%	35	11	1	9%		33	0	0	0%	
Housing																				
	Enrollments						Housed in 2025				Housed 90 Days in 2025				Housed 180 Days in 2025					
	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	Annual Goal	YTD	Goal	YTD Actual	YTD Rate
Saint John's Program for Real Change	135	70	38	61	99	141%	40	20	61	305%	60	30	18	60%		51	24	12	50%	
Waking the Village	45	25	9	15	24	96%	45	38	24	63%	33	25	14	56%		25	15	9	60%	
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	40	8	33	41	103%	20	4	4	100%	Goal: youth engaged in program services for 180 days									
Saint John's Program for Real Change (FSS-SP)	115	57	26	54	80	140%	50	43	17	40%	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
Second Quarter Through June 30, 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	65	50	25	50	200%	15	7	12	171%					57	23	61	265%					50	30	50	167%	10	5	9	180%
First Step Communities	12									30	15	2	13%													30	15	12	80%
Folsom Cordova Community Partnership	29	19	5	14	280%	28	7	15	214%					33	12	8	67%												
Francis House Center	35									5	4	3	75%	32	10	32	320%												
Opening Doors	8									56	28	8	29%																
River City Food Bank	690	1,200	600	690	115%																								
The Salvation Army	42					20	11	7	64%	15	9	6	67%	40	21	22	105%	20	11	7	64%								

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
Second Quarter Through June 30, 2025**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2025 BUDGET	Expended Through 2nd Qtr.	% Expended	DELEGATE AGENCIES	2025 BUDGET	Expended Through 2nd Qtr.	% Expended
Elk Grove Adult and Community Education (FSS)	\$111,066	\$62,597	56%	River City Food Bank (SN)	\$30,000	\$3,000	10%
Elk Grove Adult and Community Education (SN)	\$100,000	\$83,333	83%	Saint John's Program for Real Change (FSS)	\$85,000	\$44,188	52%
First Step Communities (SN)	\$60,000	\$6,489	11%	Saint John's Program for Real Change (FSS-SP)	\$98,928	\$53,149	54%
Folsom Cordova Community Partnership (SN)	\$85,000	\$30,842	36%	The Salvation Army (SN)	\$75,000	\$32,276	43%
Francis House (SN)	\$36,146	\$30,263	84%	World Relief (FSS)	\$99,660	\$36,715	37%
La Familia Counseling Center (FSS)	\$102,335	\$36,088	35%	Waking the Village (FSS)	\$85,000	\$54,270	64%
Opening Doors (SN)	\$75,000	\$3,263	4%				

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

INFORMATION ITEM IV- D
Satisfaction Survey Report – 2nd Quarter

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information are the CSBG Satisfaction Survey report with data from the 2nd Quarter, covering the period of April 1 through June 30, 2025.

Staff will be available to answer questions.

2025 2nd 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	4	16	0	0	10
Elk Grove Adult and Education Center	SN	12	44	1	2	9.9
Folsom Cordova Community Partnership	SN					
First Step Housing	SN	8	28	1	3	9.1
La Familia Counseling Center	FSS					
Next Move- Francis House Center	SN	12	46	1	1	9.9
Opening Doors	SN	2	8	0	0	100
River City Food Bank	SN					
Saint Johns Program for Real Change	FSS	22	33	2	6	9.4
Saint Johns Program for Real Change	FSS-SP					
The Salvation Army	SN	31	119	3	2	10
World Relief	FSS					
Waking the Village	FSS	1	4	0	0	8

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 (9.5) out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 92 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:** " Kind and very helpful. Made process smooth and stress free. Thank you!"

"Thank you for all your help, you did an amazing job"

REPORTS TO THE BOARD ITEM V

A. Chair

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

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

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 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.