

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday December 10, 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, 89517031918 # US (San Jose).

Meeting ID: 895 1703 1918

Passcode: 591109

[Join Instructions](#)

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

Accommodations

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

Devoun Stewart

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 November 12, 2025, Regular Board Meeting	2-19
II.	ACTION/DISCUSSION ITEM:	
	A. Discussion and Recommendations on Actively Engaging Community Action Board (CAB) (Julie Davis-Jaffe)	20
III.	INFORMATION ITEMS:	
	A. CSBG Fiscal Monitoring Reports (Julie Davis-Jaffe)	21-23
	• Saint John's Program for Real Change	
	B. Program Operator Report – 3 rd Quarter Report (Julie Davis-Jaffe)	24-28
	C. Satisfaction Survey Report – 3 rd Quarter (Julie Davis-Jaffe)	29-30
IV.	REPORTS TO THE BOARD:	31
	A. Chair	
	B. Executive Director	
	C. Deputy Director/Program Manager	
	D. Members of the Board	
	E. Public	
V.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, December 3, 2025

Community Action Board meeting hosted by:
Leslie Taylor (Chair), Wilfredo Cruz (Vice Chair),
and 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	10/8	11/12	12/10	# of meetings attended
Peter Coyl (Appointed 5/11/22)	Public Sector	X	X			X	A	X	A		X	X		
Wilfredo Cruz (Appointed 3/6/25)	Private Sector					X	A	A	X		X	X		
Franschelle Brown (Appointed 10/28/25)	Low Income Sector											X		
Debra Gipson (Appointed 6/30/23)	Low Income Sector	X	X			X	X	X	X		X	X		
Dominique Espinosa (Appointed 8/1/19)	Low Income Sector	X	X			A	A	A	X		X	A		
Graciela Garduno (Appointed 2/23/24) Alt: Yaneika James	Low Income Sector	X	A			X	X	A	X		X	X		
Renee John (Appointed 4/6/23) Alt.: Yzabelle De La Cruz	Private Sector	X	X			X	X	X	X		A	A		
Chloe Pan (Appointed 10/2/25)	Private Sector										A	X		
Leslie Taylor (Appointed 8/1/24)	Public Sector	X	X			X	A	X	X		X	X		
LaShelle Dozier (Appointed 4/2/15)	Public Sector	A	A			X	A	X	X		A	R		

*Special meeting
ALT – Alternative Representative present
Community Action Board

CONSENT ITEM I-A
Approval of Minutes of November 12, 2025, Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

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

BACKGROUND:

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

MINUTES/SYNOPSIS

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

Wednesday November 12, 2025, 10:00 a.m.

925 Del Paso Boulevard, Suite 100,
Board Room, Sacramento, CA 95815

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

Members Present:

Debra Gipson, Secretary/Treasurer, Our Kids Community Breakfast Club
Leslie Taylor, Vice Chair, Child Action, Inc.
Wilfredo Cruz, Community Resource Project
Peter Coyl, Library Director & CEO, Sacramento Public Library
Chloe Pan, Valley Vision
Franschelle Brown, Head Start Policy Council
Graciela Garduno, Head Start Policy Council (*arrived and seated at 10:10 a.m.*)

Members Absent:

Renee John, Valley Vision
Dominique Espinosa; Mutual Housing California

I. CONSENT ITEM:

A. Approval of Minutes of October 8, Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Cruz, second/Gipson to approve the minutes of October 8, 2025, regular meeting as distributed.

Roll call vote:

Aye: 6 (Coyl, Taylor, Pan, Brown, Cruz, Gipson)

Nay: 0

Abstention: 0

Absent: 3 (John, Espinosa, Garduno)

II. ACTION/DISCUSSION ITEMS:

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

Ms. Davis-Jaffe reviewed the item. She advised that on August 8, 2025, SETA released a Request for Proposals (RFP) for the CSBG program for Program Year 2026. The RFP solicited services under the Safety-Net, Family Self-Sufficiency, and Family Self-Sufficiency – Special Projects categories as identified in the 2026-

2027 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$1,043,000. Following increased outreach, several new agencies pursued funding in this procurement: 12 new agencies submitted prequalification documents by the deadline, of whom 11 met prequalification requirements, and 6 who successfully submitted proposals for review. All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of twelve (12) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department. In addition, one member from the City of Sacramento's Office of Community Outreach and one SETA Community Action Board member were on the Readers Team. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Due to limited availability of CSBG funding, only 18 of the 23 submitted proposals are recommended for funding.

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

Moved/Cruz, second/Coyle to approve staff funding recommendations for the Program Year 2026 CSBG and to adjust the funds as needed by SETA Executive Director.

Roll call vote:

Aye: 6 (Coyle, Taylor, Pan, Brown, Cruz, Gipson)

Nay: 0

Abstention: 0

Absent: 3 (John, Espinosa, Garduno)

B. Election of Chair to the Community Action Board

Ms. Taylor reviewed the item. The Community Action Board (CAB) Chair position has been vacated by Dominique Espinosa, who will remain a member of this Board. A new Chair must be elected in her place.

Ms. Taylor nominated herself. There were no other nominations at this time.

Ms. Garduno arrived and was seated at 10:10 a.m.

Moved/Gipson, second/Garduno to elect Ms. Taylor as CAB Chair.

Roll call vote:

Aye: 7 (Coyle, Taylor, Pan, Brown, Garduno, Cruz, Gipson)

Nay: 0

Abstention: 0

Absent: 2 (John, Espinosa)

The Community Action Board (CAB) Vice Chair position has become vacant, and a new Vice Chair must be elected.

Mr. Cruz nominated himself. There were no other nominations at this time.

Moved/Gipson, second/Brown to elect Mr. Cruz as CAB Vice Chair.

Roll call vote:

Aye: 7 (Coyl, Taylor, Pan, Brown, Garduno, Cruz, Gipson)

Nay: 0

Abstention: 0

Absent: 2 (John, Espinosa)

C. Discussion and Recommendations on Actively Engaging Community Action Board (CAB)

Ms. Taylor recapped the discussion from the last meeting on this topic. She emphasized the importance of the Board understanding the complexities of poverty and its impact on Sacramento County. Given the current instability in the economic landscape, it's essential to remain flexible in resource allocation and to provide guidance.

The delegate agencies need to be informed and equipped to handle potential funding declines or redirections, and to understand how these changes will impact their work. Still, the Board must first understand the issues.

Ms. Taylor stated that she looks forward to hearing from various individuals within the organization, the community, and the legislature about the barriers and challenges they face, as well as how SETA can assist. She wants to see the Board more actively engaged in these conversations. While she appreciates the presentations the Board receives each month, she feels it's important to pair those with critical questions that need to be addressed.

Ms. Brown volunteered to collect information on community needs in her area and present her findings to the Board.

Ms. Gipson expressed her interest in having her team present to the Board in the near future. She also intends to discuss after-hours services available to the community, as she believes there is a gap that needs to be addressed.

Ms. Moore offered any support that the Board may need from the CSBG team.

Ms. Pan mentioned that at Valley Vision, she oversees research and public opinion polling. She noted that the next poll, which will be released by the end of this year, will focus on housing, transportation, and childcare needs in the six-county region. She emphasized the importance of using this information to facilitate discussions around these findings and to gather qualitative insights on what people are experiencing in their neighborhoods. This feedback will help inform a broader conversation.

Mr. Cruz suggested that it would be beneficial to gather both qualitative and quantitative data from the various areas where they operate. He highlighted the importance of understanding current trends and where services are heading, based on available data.

This item has been continued to the next meeting.

D. Discussion and Approval of a Member at Large to CAB

Ms. Taylor recapped the discussion from the last meeting regarding a proposal to add a member at Large to the Board who would represent the community but not be affiliated with any community-based organization.

Ms. Davis-Jaffe advised that once the Board approves the addition, SETA Legal Counsel will review this possibility, and the outcome will be provided to the Board.

Mr. Coyl suggested looking into the City model of having ambassadors that would represent a group of the population to inform the Board of their needs.

Moved/Gipson, second/Garduno to approve an at-large CAB member addition to the Bylaws and inclusion in the Board member composition.

Mr. Cruz stepped out of the meeting at 10:24 a.m. and came back after voting at 10:27 a.m.

Roll call vote:

Aye: 5 (Coyl, Taylor, Pan, Brown, Gipson)

Nay: 0

Abstention: 0

Absent: 4 (John, Espinosa, Cruz, Garduno)

III. INFORMATION ITEMS:

A. 3rd Quarter Strategic Plan Report

Ms. Maldonado, along with Ms. Tarianna Perez, presented the 3rd Quarter Strategic Plan report. The presentation is attached to these minutes.

B. 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: No report

D. Members of the Board: No report

E. Public:

Ms. Brenda Cioli, the Youth Wellness Manager at La Familia Counseling Center, expressed gratitude on behalf of the Project Reach Program. This program offers positive alternatives, counseling, and support services for at-risk youth aged 10 to 21. It focuses on gang prevention, mentoring, and dropout prevention. Ms. Cioli highlighted the importance of their ongoing partnership with SETA and presented testimony from a program participant.

VI. ADJOURNMENT: The meeting adjourned at 10:55 a.m.

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



3rd Quarter Strategic Plan Report

November 12, 2025

Presented by:
Anita Maldonado, Ph.D.



SETA STRATEGY AND DIRECTION



Vision

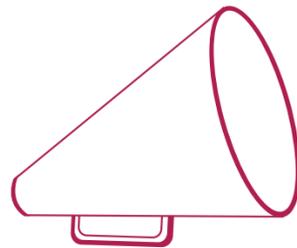
A Sacramento County where all communities facing barriers can achieve their fullest potential in school, work, and life.



Mission

SETA transforms lives by supporting programs and partners that empower people to thrive.

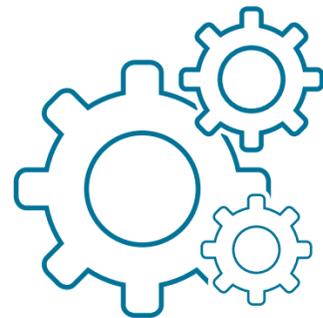
STRATEGIC INITIATIVE 1



Improve Awareness

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

STRATEGIC INITIATIVE 2



Strengthen Cohesion

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff.

STRATEGIC INITIATIVE 3

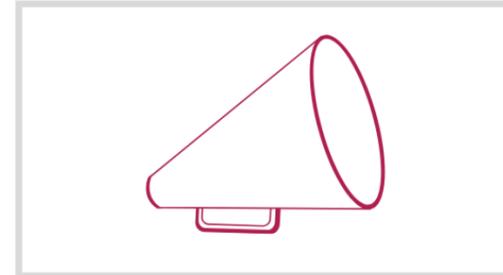


Build Partnerships

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients and partners SETA works with.

STRATEGIC PLAN 2025-2028

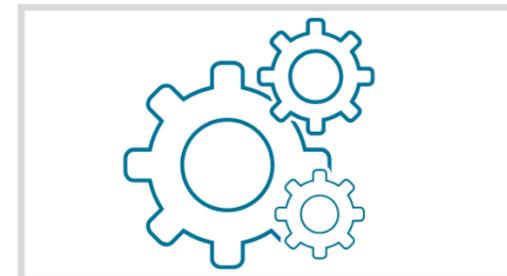
IMPROVE AWARENESS



ACTION STEPS

- Develop Messaging and Brand Identity
- Back it up with Metrics and Stories
- Invest in Outgoing Outreach
- Track Efforts and Measure Results

STRENGTHEN COHESION



ACTION STEPS

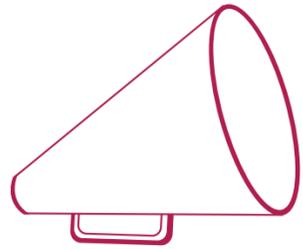
- Enhance Communication
- Promote Collaboration
- Improve Visibility
- Promote Welcoming Culture
- Strengthen Accountability
- Improve Accessibility of Senior Leadership
- Develop Training Program
- Pursue Continuous Improvement

BUILD PARTNERSHIPS



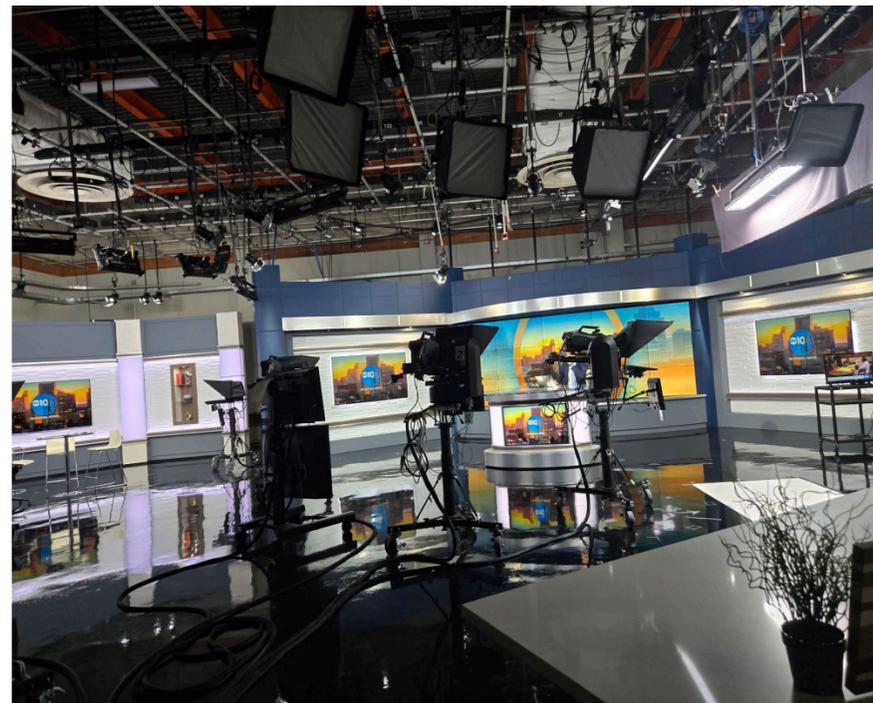
ACTION STEPS

- Establish Clear Communication Channels
- Standardize Information and Processes
- Facilitate Partner Interactions

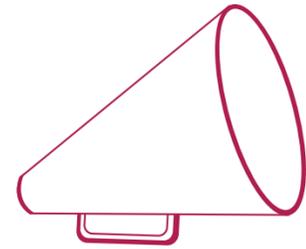


Improve Awareness

- Advocacy Trip with David Bradley to visit Mark DeSaulnier
- CSBG received 15 new agencies to go through pre-qualification for Community Service Grant Funding due to outreach for new providers
- Social Media
- Outreach
- Community Newsletter
- New Website Metrics
- ABC10 Interview with Walt Gray



Social Media



- Reached over 300 followers on IG
 - Increased ~100 per quarter
- Our Sac Works FB account has reached over 24K in followers
- **Audience:**
 - 25-44 years old (60% of audience age) SETA IG
 - 25-54 Sac Works FB

Top posts

Join us in celebrating Juan and his 25 years of dedication, leadership, and service! Juan has been a cornerstone of the SETA team, bringing heart, wisdom, and consistency to everything he does. From supporting colleagues to uplifting our community, Juan's impact over the years has been truly inspiring. 🙌❤️ Thank you, Juan, for your incredible commitment and for being part of the SETA legacy! #SETAAppreciation #25YearsOfService #SETAChampions #SETAFamily #StaffSpotlight

6 likes

Today we would like to celebrate 25 incredible years of dedication, heart, and impact! 🙌❤️ Cheryl has been a vital part of the SETA family, supporting our mission and community with unwavering commitment. From mentoring colleagues to uplifting families, Cheryl's work has touched countless lives, and we're so grateful for her passion and service. 🙌❤️ Thank you, Cheryl, for 25 years of excellence. Here's to many more milestones ahead! #SETAAppreciation #25YearsStrong #ThankYouCheryl #SETAChampions #StaffSpotlight

6 likes

Meet the Heart of Northview! ❤️ Get to know the amazing teachers and staff who make our Head Start preschool site so special! 🙌 From warm welcomes to nurturing classrooms, this team is dedicated to helping every child grow, learn, and thrive. Their passion, experience, and care shine through, and now you can see it for yourself! Watch the video and give our Northview head start staff some kudos in the comments! #HeadStartHeroes #NorthviewPreschool #EarlyLearning #SETAHeadStart #MeetTheTeam #PreschoolMagic #Head Start Head Start California Head Start WEST

5 likes

Top posts

Today we celebrated the construction completion of Mirasol Village Early Learning Center with Sacramento Housing and Redevelopment Agency (@shrahome)! A vibrant milestone for Sacramento, the event brought together leaders and partners who made this transformation possible — including @richdesmonda, representatives from the Office of Congresswoman @repdorismatsui, McCormack Baron Salazar, and @hdgov. We can't wait to open this new center up and create a welcoming space for our families and young learners! Stay tuned for more info about this Early Learning Center! #SETA

31 likes

Meet the Heart of Northview! ❤️ Get to know the amazing teachers and staff who make our Head Start preschool site so special! 🙌 From warm welcomes to nurturing classrooms, this team is dedicated to helping every child grow, learn, and thrive. Their passion, experience, and care shine through, and now you can see it for yourself! Watch the video and give our Northview head start staff some kudos in the comments! #HeadStartHeroes #NorthviewPreschool #EarlyLearning #SETAHeadStart #MeetTheTeam #PreschoolMagic @headstartgov @headstartca

29 likes

Today we would like to thank Reta for her 35 years of service working at SETA! 🙌 Celebrating a Staff Milestone! 🙌 Reta's unwavering commitment, hard work, and positive spirit have made a lasting impact at our Agency and the community we serve. Her journey is an inspiration, and we are so grateful to have her as part of the SETA family! Reta's supervisor, Lisa, says, "Reta has been able to bridge the gap between our Workforce Development and Children and Family Services units by ensuring that workforce development is at the top of the mind of our Family Service Workers." Staff also shared, "She

23 likes

SETA
Published by Hootsuite · September 24 · 🌐

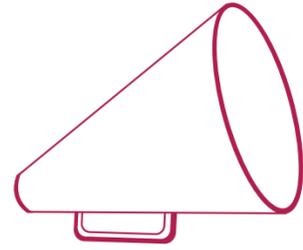
Today we celebrated the construction completion of Mirasol Village Early Learning Center with [Sacramento Housing and Redevelopment Agency](#)! A vibrant milestone for Sacramento, the event brought together leaders and partners who made this transformation possible — including Supervisor Richard Desmond, representatives from the Office of [Congresswoman Doris O. Matsui](#), McCormack Baron Salazar, and [U.S. Department of Housing and Urban Development](#).

We can't wait to open this new center up and create a welcoming space for our families and young learners! Stay tuned for more info about this Early Learning Center!

[#SETA](#) [#SETAHeadStart](#) [#EarlyLearning](#)



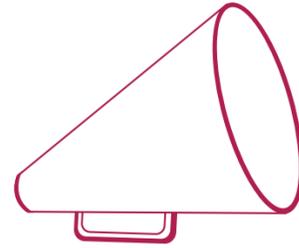
Outreach



- 52 events within this past quarter
 - Started centralizing and tracking events July 2025
- Univision Event
- Organizations and agencies are requesting SETA to be present at Townhalls and Resource Fairs
- CSBG team attended a Job Fair at Mather Community Campus to provide SETA program information to on-site residents



Community Newsletters

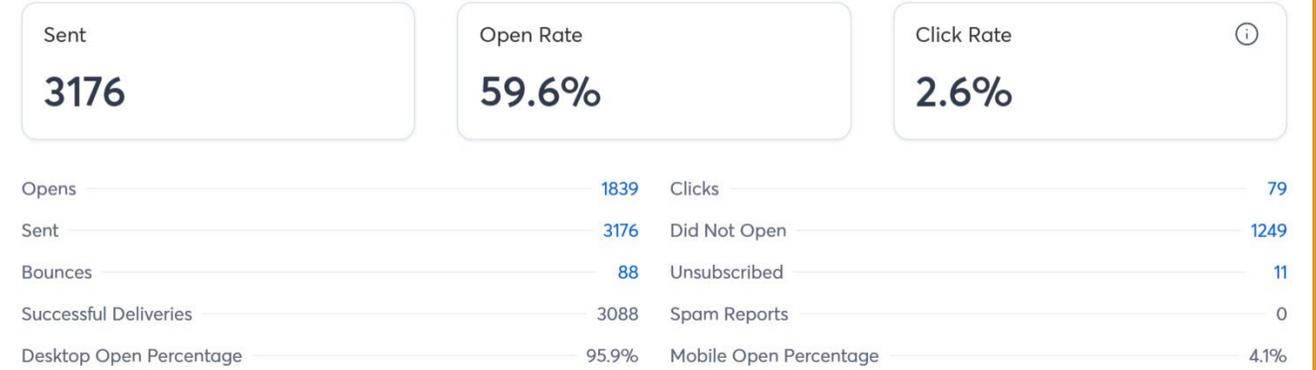


- By Sept. 30th: At 420 contacts
 - Quarter 1: Were at 50 contacts
 - Quarter 2: Were at 326 contacts

Summer

Email Performance

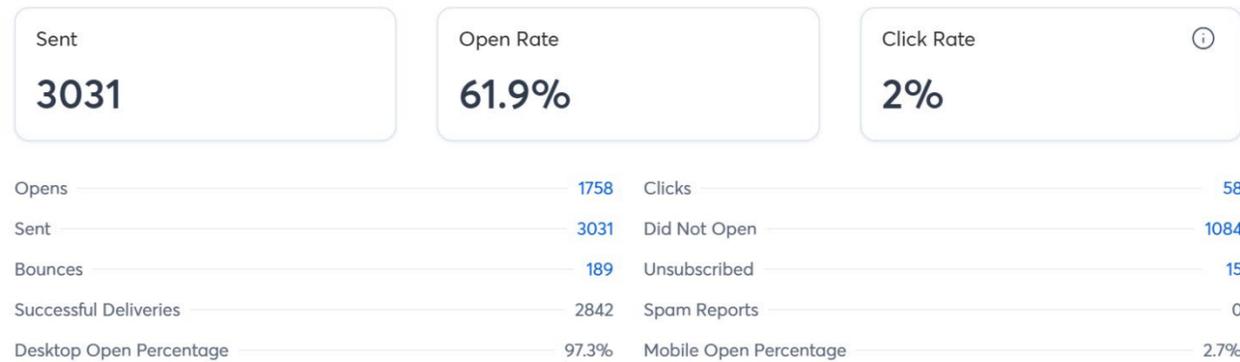
See how your emails are doing with your audience.



Spring

Email Performance

See how your emails are doing with your audience.

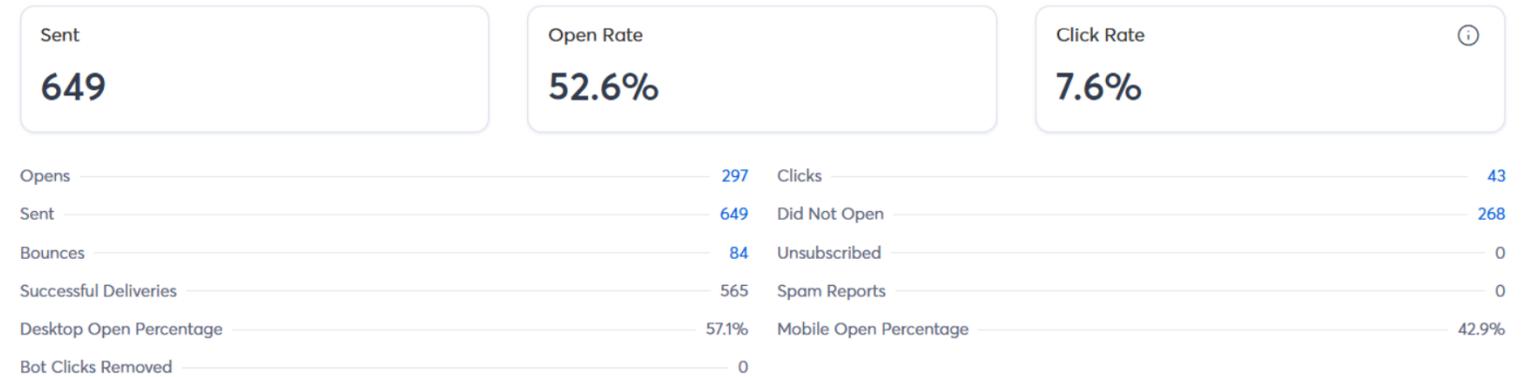


Fall

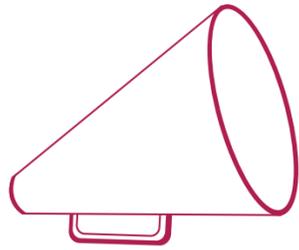
Email Performance

See how your emails are doing with your audience.

• Turn on [bot click filtering](#) for more accurate data. ⓘ



Website



This quarter:

- Multiple site backups were created
- Web repairs (including finding and fixing any delays)
- Multiple WordPress plugin updates
- Multiple critical security updates were applied

SETA Site

- 15K visitors (up 128.3% since last quarter)
- Top viewed pages:
 - Home, Careers, Resources, Who We Are, Community Services

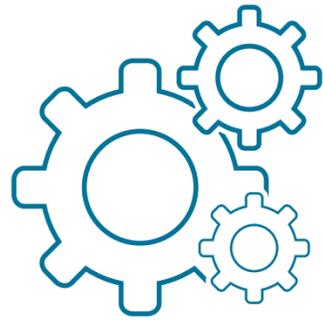
Sacramento Works Site

- 16K visitors
- Top viewed pages:
 - Home, Job Seekers, Job Centers, Career Training, For Youth

Children and Family Services Site

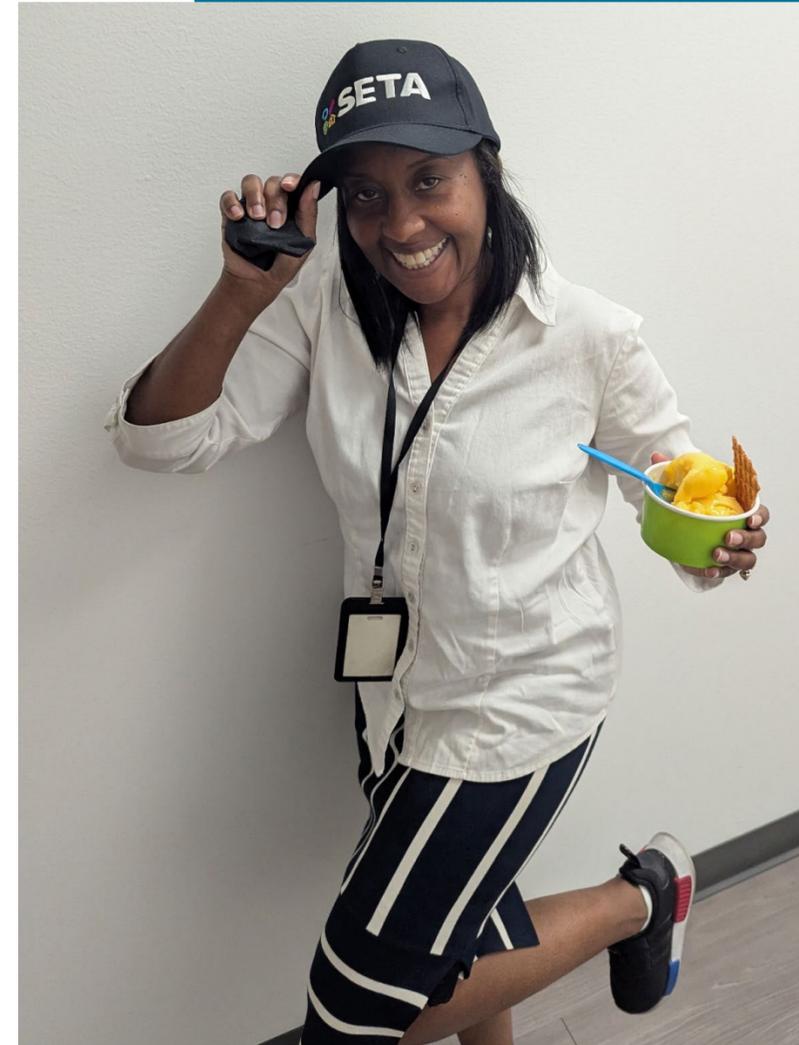
- 6.2K visitors
- Top viewed pages:
 - Home, Locations, Eligibility, Infant & Toddler Services, Pre-School





Strengthen Cohesion

- Health and Wellness
- Introduction to streamlining and centralization for work and cost efficiency
- Cross-Advisory Board set up
- Restructure of Management Meeting
- Management Trainings
- Del Paso Ice Cream Social
- WFD Team stepped up in Roy's absence
- CFS Annual Inservice Training
- WIOA Kick-Off to build relationship between Sac Works Job Center staff and SETA staff
- CSBG and WIOA staff collaborate for outreach events to promote agency services as a whole
- Staff Newsletter
- SETA Swag



Staff Newsletters

- Averaging 40% open rate among staff
- Next quarter, we plan on including fun and engaging elements
- ~60% of staff open it via mobile

Ms. Anita thank
you for bring such
great ideas to
SETA.

I would like to see
random fun surveys
that we can
participate in. Ex:
what's your favorite
food? Restaurant?
Artist?

Liked...Honoring a coworker
was so welcoming. More
then just a email of a
passing but showing she
meant so much to many of
us. She was a real person
not just a person in passing.
Thank you.



Build Partnerships

- Mirasol Village Construction Completion Event with SHRA
- DHA Partnerships
- CWA Conference and panelist with James Irvine Foundation
- Governing Board-Community Rep interviews
- Urban League new leadership
- SMUD Partnership
- Prop 47 Grant Cohort 5 Award \$8 million
- Department of Child Support Services and Child Action are coordinating co-location at several of the Sacramento Works Job Centers
- SETA staff are co-located at the Department of Rehabilitation (South and North offices)
- Farm to CACFP Nutrition Cohort
- Sacramento Childcare Taskforce
- OHS West- new regional office
- Dolly Parton Imagination Library
- Department of Child Support Services



THANK YOU!

**FOLLOW
US**



https://linktr.ee/sac_seta

ACTION ITEM II-A

Discussion and Recommendations on Actively Engaging the Community Action Board (CAB)

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Form a framework for additional information to be included in the SETA CAB meetings which will provide the basis for a deeper understanding of conditions in Sacramento County, and foster discussion on potential action that could be taken to ameliorate the causes and conditions of poverty.

BACKGROUND:

At the CAB meeting on November 12, 2025, the board members discussed the importance of the Board understanding the complexities of poverty and its impact on Sacramento County.

The purpose of the Community Services Block Grant (CSBG) program is to identify the barriers that need to be addressed to break the cycle of poverty. The CAB functions as an advisory group, providing insight and ideas in the direction taken by the CSBG program. The Board is encouraged to engage in more discussions about issues which impact the causes and conditions of poverty, as they may influence recommendations that serve not only the community-based organizations funded by SETA, but also impact policies.

The Board is asked to consider which specific actions would provide Board members with additional insight into the causes and conditions of poverty in Sacramento County. Suggestions at the last meeting include:

- hearing from staff affiliated with other departments at SETA, the community, and the legislature about the barriers and challenges they face;
- CAB's low-income representatives gathering information on community needs from their neighborhoods and presenting the findings to the Board;
- having a presentation from the Crisis Response Team;
- including research and public opinion polling, soon to be released by Valley Vision, on housing, transportation, and child care;
- inclusion of SETA CSBG staff help in organizing speakers or data for presenting;
- qualitative and quantitative data

In addition, CAB members have been offered the opportunity to participate in a National Community Action Foundation Master Class on the history of community action. It is hoped that this class will give CAB members a foundation for considering the role and potential of the CSBG program in the community.

INFORMATION ITEM III-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. Scott B. Richards

DATE: November 6, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Desk Monitoring of St. John’s Program for Real Change

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$85,000	2/20/24 – 12/31/24	2/20/24 – 12/31/24
CSBG	FSS - SP	\$98,928	2/20/24 – 12/31/24	2/20/24 – 12/31/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: 10/7/24

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	Yes	No
8	OJT – Contracts/ Files/ Payment	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: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to SETA CSBG program 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

INFORMATION ITEM III-B
Program Operator Report – 3rd Quarter

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and data through the 3rd Quarter, covering the period of July 1 through September 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
Third Quarter through September 30, 2025**

Employment																			
	Enrollments						Employed in 2025				Employed 90 days				Employed 180 days				
	Annual Goal	YTD Goal	Carry-overs	2025 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Elk Grove Adult and Community Education	36	25	13	20	33	132%	31	25	15	60%	31	10	15	150%	20	15	14	93%	
World Relief Sacramento	56	56	0	56	56	100%	39	39	21	54%	35	29	5	17%	33	22	1	5%	
Housing																			
	Enrollments						Housed in 2025				Housed 90 Days				Housed 180 Days				
	Annual Goal	YTD Goal	Carry-overs	2025 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Saint John's Program for Real Change	135	105	38	87	125	119%	40	30	87	290%	60	45	38	84%	48	36	17	47%	
Waking the Village	45	35	9	33	42	120%	68	53	33	62%	45	35	17	49%	34	22	16	73%	
Youth																			
	Enrollments						Service Goals				Comments								
	Annual Goal	YTD Goal	Carry-overs	2025 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate									
La Familia Counseling Center	60	50	8	51	59	118%	20	10	10	100%	Goal: youth engaged in program services for 180 days								
Saint John's Program for Real Change (FSS-SP)	115	86	26	76	102	119%	86	65	60	92%	Goal: youth engaged in program services and exhibiting school readiness or behavioral improvement								

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

Employed/Housed 90 and 180 Days: Represents the number of people who reached the benchmark in the current year

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 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 & Move-In Expenses)			
		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		50	35	50	143%	15	10	16	160%					57	38	60	158%					50	45	50	111%	10	8	10	125%
First Step Communities										30	23	11	48%																
Folsom Cordova Community Partnership		19	10	19	190%	28	15	24	160%					33	25	16	64%												
Francis House Center										5	6	3	50%	32	15	39	260%												
Opening Doors										56	42	52	124%																
River City Food Bank		1,200	900	690	77%																								
The Salvation Army						27	15	22	147%	16	13	9	69%	25	31	35	113%	15	14	11	79%								

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

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 30, 2025**

SETA's CSBG In-House Programs		Food	Utilities	Eviction Avoidance	Transportation	Employment Supports	Training	Clothing	ID Recovery	Vehicle Repair
Program	Total Households Served YTD	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served	Number Served
Mather Comm. Campus	24	1			9		5	1	0	0
CSBG Job Centers	220	0	14	212	4	3				

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 30, 2025**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2025 BUDGET	Expended Through 3rd Qtr.	% Expended	DELEGATE AGENCIES	2025 BUDGET	Expended Through 3rd Qtr.	% Expended
Elk Grove Adult and Community Education (FSS)	\$111,066	\$89,014	80%	River City Food Bank (SN)	\$30,000	\$3,000	10%
Elk Grove Adult and Community Education (SN)	\$100,000	\$93,631	94%	Saint John's Program for Real Change (FSS)	\$85,000	\$67,838	80%
First Step Communities (SN)	\$60,000	\$14,947	25%	Saint John's Program for Real Change (FSS-SP)	\$98,928	\$77,840	79%
Folsom Cordova Community Partnership (SN)	\$85,000	\$52,049	61%	The Salvation Army (SN)	\$75,000	\$45,626	61%
Francis House (SN)	\$36,146	\$32,933	91%	World Relief (FSS)	\$99,660	\$70,815	71%
La Familia Counseling Center (FSS)	\$102,335	\$71,281	70%	Waking the Village (FSS)	\$85,000	\$72,545	85%
Opening Doors (SN)	\$75,000	\$3,264	4%	SETA In-House Programs	\$274,124	\$202,980	74%

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

INFORMATION ITEM III-C
Satisfaction Survey Report – 3rd Quarter

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the CSBG Satisfaction Survey report with data for the 3rd Quarter, covering the period of July 30 through September 30, 2025.

Staff will be available to answer questions.

2025 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	3	12	0	0	10
Elk Grove Adult and Education Center	SN	2	8	0	0	10
Folsom Cordova Community Partnership	SN					
First Step Housing	SN	7	27	0	1	9.8
La Familia Counseling Center	FSS	14	56	0	0	10
Next Move- Francis House Center	SN	7	27	0	1	10
Opening Doors	SN	8	32	0	0	10
River City Food Bank	SN					
Saint Johns Program for Real Change	FSS	8	31	0	1	8.7
Saint Johns Program for Real Change	FSS-SP					
The Salvation Army	SN	33	99	0	2	10
World Relief	FSS					
Waking the Village	FSS	3	12	0	0	9

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 (9.7) out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 85 surveys were received for this report; blank spaces indicate that no surveys were completed for the given agency.

*** Customer Comments: "Provided a lot of resourceful information." - "Very helpful, respectful, compassionate when assisting me."**

REPORTS TO THE BOARD ITEM IV

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 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.