Sacramento Employment and Training Agency

AGENDA

Sacramento Employment and Training Agency
COMMUNITY ACTION BOARD
Regular Meeting

Wednesday January 14, 2026, 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,,88344334110# US (San Jose).

Meeting ID: 883 4433 4110
Passcode: 352331
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

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	CALL TO ORDER	
	ROLL CALL	
	Introduction of New Members	
I.	**CONSENT ITEM:**	
	A. Approval of Minutes of November 12 and December 10, 2025, Regular Board Meetings	3-23
II.	**ACTION/DISCUSSION ITEMS:**	
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	• La Familia Counseling Center	
IV.	**REPORTS TO THE BOARD:**	29
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	E. Public	
V.	**ADJOURNMENT**	

DISTRIBUTION DATE: Wednesday, January 7, 2026

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	X	7
Wilfredo Cruz (Appointed 3/6/25)	Private Sector					X	A	A	X		X	X	A	4
Franschelle Brown (Appointed 10/28/25)	Low Income Sector											X	X	2
Debra Gipson (Appointed 6/30/23)	Low Income Sector	X	X			X	X	X	X		X	X	X	9
Dominique Espinosa (Appointed 8/1/19)	Low Income Sector	X	X			A	A	A	X		X	A	A	4
Graciela Garduno (Appointed 2/23/24) Alt: Yaneika James	Low Income Sector	X	A			X	X	A	X		X	X	X	7
Renee John (Appointed 4/6/23) Alt.: Yzabelle De La Cruz	Private Sector	X	X			X	X	X	X		A	A	A	6
Chloe Pan (Appointed 10/2/25)	Private Sector										A	X	A	1
Leslie Taylor (Appointed 8/1/24)	Public Sector	X	X			X	A	X	X		X	X	A	7
~~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
MEETING ATTENDANCE
2026

X – Present; A – Absent

BOARD MEMBER	Represented Sector	1/14	2/11	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/11	12/9	# of meetings attended
Peter Coyl (Appointed 5/11/22)	Public Sector													
Wilfredo Cruz (Appointed 3/6/25)	Private Sector													
Franschelle Brown (Appointed 10/28/25) Alt: Craig Fowler	Low Income Sector													
Debra Gipson (Appointed 6/30/23)	Low Income Sector													
Dominique Espinosa (Appointed 8/1/19)	Low Income Sector													
Graciela Garduno (Appointed 2/23/24) Alt: Yaneika James	Low Income Sector													
Renee John (Appointed 4/9/22) Alt.: Yzabelle De La Cruz	Private Sector													
Chloe Pan (Appointed 10/2/25)	Private Sector													
Leslie Taylor (Appointed 8/1/24)	Public Sector													

*Special meeting
ALT – Alternative Representative present

CONSENT ITEM I-A
Approval of Minutes of November 12 and December 10, 2025, Regular Board Meetings

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

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

BACKGROUND:

Attached are the minutes of November 12 and December 10, 2025, regular Board meetings.

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/Coyl 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 (Coyl, 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 (Coyl, 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.

SETA

3rd Quarter Strategic Plan Report

November 12, 2025

Presented by:
Anita Maldonado, Ph.D.

SETA STRATEGY AND DIRECTION

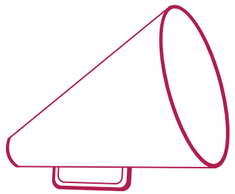
Vision

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.

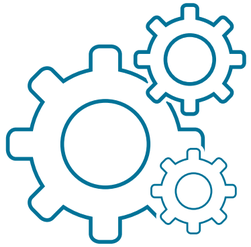
STRATEGIC INITIATIVE 1



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

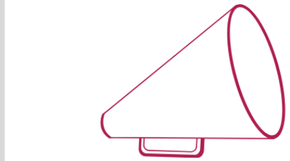
Build Partnerships

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

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 Visability
- ∞ 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

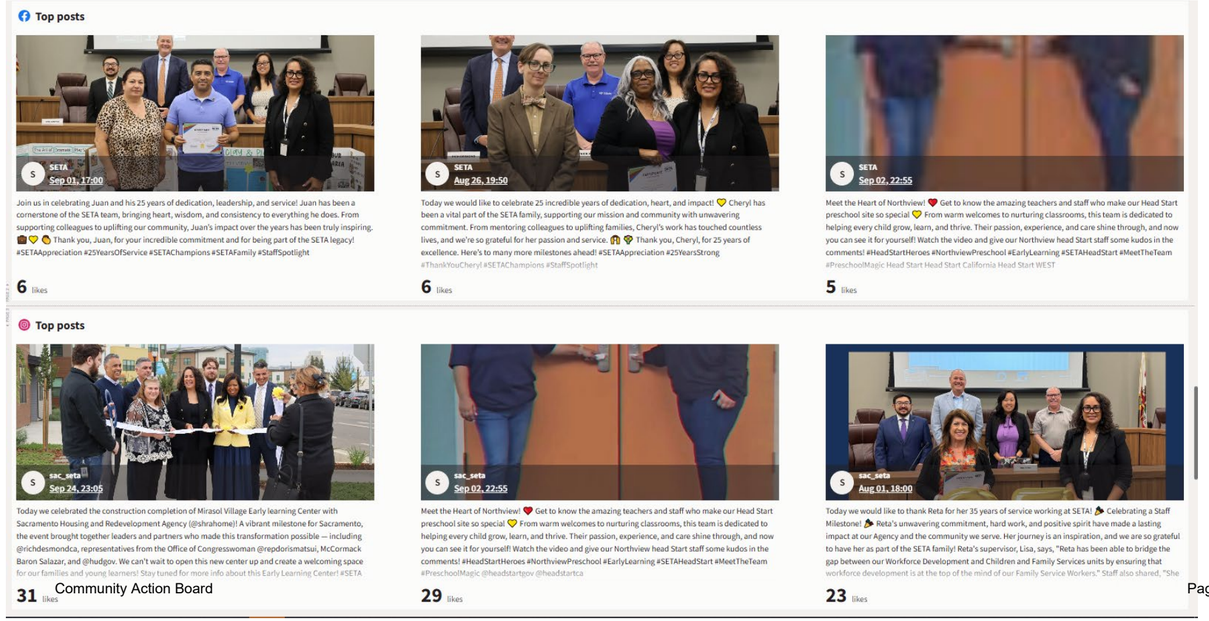
✓ Completed ∞ Ongoing Pending

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



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.

Sent	Open Rate	Click Rate
3176	59.6%	2.6%

Opens	1839	Clicks	79
Sent	3176	Did Not Open	1249
Bounces	88	Unsubscribed	11
Successful Deliveries	3088	Spam Reports	0
Desktop Open Percentage	95.9%	Mobile Open Percentage	4.1%

Spring

Email Performance

See how your emails are doing with your audience.

Sent	Open Rate	Click Rate
3031	61.9%	2%

Opens	1758	Clicks	58
Sent	3031	Did Not Open	1084
Bounces	189	Unsubscribed	15
Successful Deliveries	2842	Spam Reports	0
Desktop Open Percentage	97.3%	Mobile Open Percentage	2.7%

Fall

Email Performance

See how your emails are doing with your audience.

• Turn on bot click filtering for more accurate data.

Sent	Open Rate	Click Rate
649	52.6%	7.6%

Opens	297	Clicks	43
Sent	649	Did Not Open	268
Bounces	84	Unsubscribed	0
Successful Deliveries	565	Spam Reports	0
Desktop Open Percentage	57.1%	Mobile Open Percentage	42.9%
Bot Clicks Removed	0		

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

SETA

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

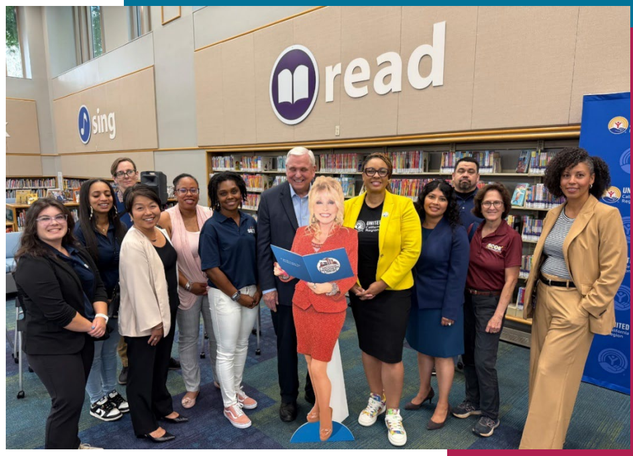
- Averaging 40% open rate among staff
- Next quarter, we plan on including fun and engaging elements
- ~60% of staff open it via mobile

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.

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?

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

SETA

THANK YOU!

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https://linktr.ee/sac_seta

MINUTES/SYNOPSIS

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

Ms. Gipson called the meeting to order at 10:02 a.m. The roll was called and a quorum was not established and no actions were taken.

Members Present:
Debra Gipson, Secretary/Treasurer, Our Kids Community Breakfast Club
Peter Coyl, Library Director & CEO, Sacramento Public Library
Franschelle Brown, Head Start Policy Council
Graciela Garduno, Head Start Policy Council

Members Absent:
Renee John, Valley Vision
Dominique Espinosa; Mutual Housing California
Chloe Pan, Valley Vision
Leslie Taylor, Chair, Child Action, Inc.
Wilfredo Cruz, Vice Chair, Community Resource Project

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

II. ACTION/DISCUSSION ITEMS:
A. Discussion and Recommendations on Actively Engaging Community Action Board (CAB)

III. INFORMATION ITEMS:
A. CSBG Fiscal Monitoring Reports: No questions
B. Program Operator Report – 3rd Quarter Report
Ms. Davis-Jaffe reviewed the report provided in the packet. She noted that the next report will be released in February for the fourth quarter, reflecting how agencies performed throughout the entire 2025 Program Year. Delegate agencies are required to report their expenditures to the SETA Fiscal Department by the 10th of each month. SETA staff members provide additional assistance to agencies that have reported lower expenditure figures.

When agencies identify lower needs in one area, they work with SETA to reallocate funds from categories with reduced demand to those with higher demand. Additionally, agencies work collaboratively and refer individuals to other agencies that provide services in specific categories to help meet the client's needs and the agency's performance goals. Furthermore, Ms. Davis-Jaffe mentioned that SETA is strengthening its partnership with the Folsom Cordova Community Job Center to

support initiatives at the Mather Community Campus.

C. Satisfaction Survey Report – 3rd Quarter: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:
Ms. Maldonado informed the Board about the Agency closure from December 24th, 2025, to January 2nd, 2026.

She also mentioned that the Community Service Block Grant (CSBG) program was expected to receive its first-quarter funding but has not yet received any updates on that.

Ms. Maldonado reminded the Board of the James Irvine Foundation award earlier this year, which funded various initiatives, including the Cross-Advisory Board. The first quarterly report was submitted to the James Irvine Foundation Program Review Officer, who was pleased with the progress. The Cross-Advisory Board had an orientation on November 18th, 2025, and their first Board meeting is scheduled for January 2026.

Ms. Maldonado also mentioned that recruitment is ongoing for the remaining vacancies on the Board, and membership application is available on the SETA website.

C. Deputy Director/Program Manager:
Ms. Davis-Jaffe mentioned that the Governing Board approved the CSBG 2026 funding recommendations and will move forward with them, as long as the Department of Community Services and Development (CSD) continues to receive federal funding. They were informed that funding will be available through March/April 2026.

She thanked the Board for all the work they did in 2025, as well as her own staff, and she wished everyone happy holidays.

D. Members of the Board:
Ms. Gipson shared her professional highlights and stated that she handles crises after 5 pm. She has been working with Ms. Trina Adams, CEO of Rosetta's Place, who was in attendance, to help families in crisis in the Del Paso Heights area. Their office is located at 1120 El Monte Ave., Sacramento, CA 95815.

Ms. Brown mentioned that Ms. Taylor had requested information regarding the needs of individuals in the low-income community. She found that residents from North Highlands to South Sacramento are in urgent need of genuinely affordable housing. Many properties claim to be low-income, but only a small number of units meet the 30% Area Median Income (AMI) standard. The remaining units require tenants to meet extra qualifications so the property can receive tax credits. She stated that apartment complexes should only market themselves as affordable if a majority of their units are genuinely affordable. Many individuals who qualify for 50% AMI are placed on waitlists for the 30% AMI units and must pay market rent while they wait. These units rarely open because they are the only ones that are

truly low-income.

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 10:23 a.m.

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

ACTION/DISCUSSION ITEM II-A
Election of Officers to the Community Action Board (CAB)

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Conduct an election to select a CAB Chair, Vice Chair, and Secretary/Treasurer consistent with the CAB Bylaws.

BACKGROUND:

In accordance with the Community Action Board (CAB) Bylaws, ". . . officers shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice Chair, and Secretary/Treasurer" (p. 15, CAB Bylaws).

Current officers are Chair – Ms. Leslie Taylor, Vice Chair – Mr. Wilfredo Cruz, and Secretary/Treasurer – Ms. Debra Cummings.

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. (p.15, CAB Bylaws)

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. (p. 16, CAB Bylaws)

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. (p. 16 CAB Bylaws)

ACTION/DISCUSSION ITEM II-B
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. This discussion was tabled at the December 2025 meeting due to lack of a quorum, and is being brought forward as a continuing discussion.

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: Ms. Rachel Rios DATE: December 16, 2025

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of La Familia Counseling Center

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	$253,182	7/1/24 – 6/30/25	7/1/24 – 6/30/25
WIOA	ADULT	$424,500	7/1/24 – 6/30/25	7/1/24 – 6/30/25
WIOA	HRTP	$112,500	4/1/24 – 3/31/26	4/1/24 – 6/30/25
CSBG	FSS	$102,335	1/1/25 – 12/31/25	1/1/25 – 6/30/25
CSBG	FSS	$102,335	1/1/24 – 12/31/24	7/1/24 – 12/31/24
WIOA	WEX Nav	$125,000	4/1/24 – 3/31/26	4/1/24 – 6/30/25
WIOA	RERP	$100,000	4/1/23 – 9/30/25	7/1/24 – 6/30/25
WIOA	P2E 2.0	$47,250	4/1/23 – 11/30/25	7/1/24 – 6/30/25

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

Date of Review: 10/10/25

	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	N/A	N/A
9	Indirect Cost Allocation	N/A	N/A
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: La Familia Counseling Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

CC: Anita Maldonado
Governing Board

REPORTS TO THE BOARD ITEM IV

A. Chair

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.