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Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 9, 2006

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assistance Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call**
 - Introduction of New Board Member: Denise Nelson
- II. **Consent Item**
 - A. Approval of Minutes of the June 14, 2006 Regular Meeting
- III. **Action Item:** None.
- IV. **Presentation:** Community Development Block Grant Program by Sandy Piekarski of the Sacramento Housing and Redevelopment Agency
- V. **Information Items**
 - A. Community Services Block Grant 2006 Mid-Year Report

“Preparing People for Success: in School, in Work, in Life”

- B. Community Services Block Grant 2006 Program Operator Service Provision Report
- C. Community Services Block Grant Expenditure Report
- D. Community Services Block Grant 2005 Closeout Report
- E. Recommended Initiatives for Community Services Block Grant Discretionary Funding
- F. Update on Coordination of Faith and Community-Based Organizations Activities

VI. Reports to the Board

- A. Chair
- B. Executive Director
- C. Members of the Board
- D. Public

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, AUGUST 3, 2006

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 14, 2006 MEETING

BACKGROUND:

Attached are the minutes of the June 14, 2006 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, June 14, 2006
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Elizabeth Mitchell called the meeting to order at 10:07 a.m. Ms. Dana Mitchell, representing the Human Rights/Fair Housing Commission, was welcomed to the board.

Members Present:

Mary Benson, Child Action, Inc.
Rosalind Garner, County Department of Health and Human Services
Donald Clark, Head Start Policy Council
John Healey, California Emergency Food Link
Elizabeth Mitchell, Rio Linda School District
Dana Mitchell, Human Rights/Fair Housing Commission

Members Absent:

Nina Nelson, Sacramento City/County Hunger Commission
Barbara Clare, Galt District Chamber of Commerce
Starine Reese, United Way

II. **Consent Item**

- B. Approval of Minutes of the May 10, 2006 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Healey, second/Benson, to approve the May 10, 2006 minutes.
Voice Vote: Unanimous approval.

III. **Action Item:** None.

IV. **Information Items**

- A. Update on Meadowview Community Action

Ms. Cindy Sherwood-Green stated that MCA was under corrective action for not having insurance. As of June 1, MCA has sufficiently met all of the insurance obligations, SETA signed their contract, and MCA is now providing services. They are closely aligned with Christian Partnerships and seeking office space to share office costs. The program coordinator has a computer and software to provide services.

Ms. Mitchell inquired whether SETA's experience with Galt Concilio is making it easier for staff to keep an eye on MCA. Ms. Sherwood-Green stated that staff closely monitors all programs, and contracts are on a cost reimbursement basis so there is not that much money at risk. In the case of Galt Concilio, SETA supplied a very small portion of the funding. They suspended operations, regrouped and continued after a few months. SETA was working very closely to ensure our funding was protected. To this date, Galt Concilio is running a very tight ship.

Ms. Mitchell inquired whether the grand jury alert is making it easier to nip the problems in the bud now. Ms. Sherwood-Green stated that SETA has always closely monitored our programs. The issue was that the County of Sacramento funded Galt Concilio over \$1 million and there was a lot at risk.

Ms. Gardner inquired how much was left for services since MCA's contract was for a total of \$32,000 to spend from January to December. Ms. Sherwood-Green stated that MCA did not have insurance for February, March or April so they will not be reimbursed for those months.

Mr. Bonanno reported that the grand jury information was given to our fiscal chief to assist in monitoring programs. The county had advanced money on the Galt Concilio contract.

Mr. Clark inquired whether staff ever received an official resignation from the former MCA executive director. Ms. Sherwood Green stated that nothing had been received.

Mr. Clark inquired if MCA and all CSBG programs had ever been evaluated by the state. Ms. Sherwood-Green replied that all programs are evaluated every single year. Mr. Clark asked for a copy of the evaluation.

Mr. Clark asked whether there has ever been an internal rating system where SETA, as the administrator of the CSBG grant, would go out and rate programs based on SETA's mission and the mission statement of those individual programs. Ms. Sherwood Green replied that SETA has a monitoring unit and the monitors make visits. Monitors look to make sure the program is meeting the contractual requirements of their grant. When staff reviews proposals for funding, staff also reviews the proposer's mission statement. The programs are scored as part of the funding process. Programs are also scored according to their past performance and accomplishments.

Ms. Anqunett Fazil and Ms. Carlita Lawson from MCA were introduced. Ms. Fazil reported that she was asked to be the chair of MCA. She thanked SETA for the professional staff support in pointing out the deficiencies. MCA wants to meet all of the standards and run the utility assistance program well.

MCA is in the process of developing a strategic plan. MCA staff does not want to see the same families come in for assistance every year. They want to empower low-income families by providing job assistance. Christian Partnerships is partnering with MCA to secure good jobs for their families and provide families financial literacy skills. Families need to be educated about making better financial decisions. In addition, MCA wants children to be exposed to the skills that are needed in the business sector. They have joined forces with many denominations to work on this issue. They will help people to develop better self sufficiency skills. The Nation of Islam is one of the groups they are working with to help strengthen families. A lot of men in the community are going to jail. Mr. Charles Exley from the Nation of Islam is working with Pastor Ephraim Williams on a family life center that assist young women how to cook and how to budget.

Ms. Fazil asked if there is extra funding at the end of the year to consider funding MCA to build up their staff again.

Ms. Gardner expressed her appreciation for what MCA is doing. She asked when are they open and how do people get in contact. Ms. Fazil replied that AARP will be sending them a couple of receptionists that work four hours a day. Normal hours are from 9 a.m. to 5:00 p.m. for clients. They are hoping to have receptionists by the middle of next week. Ms. Mitchell inquired whether MCA will get the same person from AARP. It will be difficult to rotate volunteers and to train new people all of the time. Ms. Fazil replied that they will have the AARP people for eight weeks and then another person will join.

Mr. Clark was encouraged with the emphasis on jobs. He feels EDD cannot count the masses of unemployed and underemployed people that refuse to go to their office. There are scores of people that do not use EDD. They will go to a private employment agency. In light of the poor and the working class that do not use EDD, another means to count low income residents needs to be devised.

Ms. Fazil stated that Christian Partnerships has been working with EDD to serve the difficult to serve populations to secure employment. The number of people that have never worked yet receiving benefits was astounding. In this program, one out of six persons was assisted to become gainfully employed with benefits.

Ms. Mitchell hopes they will continue to get volunteers and get more grants to hire more staff. Ms. Mitchell stated that perhaps using the free and discounted lunches provided at the schools could be used to count numbers of people needing services.

- B. History of Meadowview Community Action's Current Position: No additional report.
- C. Community Services Block Grant Expenditure Report

Ms. Mitchell asked why some of the agencies have no year-to-date expenditures. Ms. Sherwood-Green replied that in most cases, the contracts have not yet been signed. Salvation Army's contract was not signed and MCA was just signed. St. John's Shelter has submitted programmatic reports but Mr. Bonanno is not aware of them submitting financial reports. Also, oftentimes, programs leverage other sources of funding.

D. Correspondence from Community Action Board Member, Donald Clark

Backup information was distributed for Mr. Clark's letter. Ms. Sherwood-Green reported that she has invited SHRA staff that manages the CDBG program to come to the next meeting. Ms. Gardner wants to know more about Challenge grants.

Mr. Clark stated that the CDBG is a huge program and he feels it is natural to interweave it with SETA's CSBG grants. That kind of linkage has never been developed in this area where impacts could eradicate poverty. It is his thought that this proposal will come along and the reform of this act will actually occur. In Sacramento, we may be looking at \$15-30 million dollars in CDBG entitlement funds. He would like for this board to study this issue.

Mr. Clark inquired whether SETA or SHRA have a Washington lobbyist. Ms. Robin Purdy replied that we are publicly funded, and it is illegal to use federal funds to lobby. The city and the county do have lobbyists. SETA is allowed to educate our local representatives but we are not allowed to ask them to vote a certain way or do anything approaching lobbying. We have given input to the city and county on our feelings about programs, but we are not allowed to lobby.

The City of Sacramento has an Office of Economic Development and the county has a similar office. Ms. Purdy stated that staff will send information about the Challenge grants program to SHRA for their input. Ms. Sherwood-Green was asked to have a city and county representative present at the next meeting to discuss the Challenge grants funds

E. Discussion: Future Funding Priorities for the Community Services Block Grant Program

Ms. Mitchell stated that the board needs to gradually discuss where our funds are to be headed or the next year.

F. Fiscal Monitoring Report: No comments.

V. **Reports to the Board**

A. Chair: No report.

- B. Executive Director: No report. Ms. Kossick will be back by the next meeting.
- C. Members of the Board: No report.
- D. Public: Ms. Mitchell stated that there will not be any action items coming. Unless we have some action items or something critical, she suggested canceling the July meeting. If there is nothing necessary, cancel August as well.

Ms. Sherwood-Green stated that CSBG funding extensions will be brought to the board in the fall.

VI. Adjournment: Meeting adjourned at 11:03 a.m.

ITEM V – A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2006 MID-YEAR REPORT

BACKGROUND:

Attached for your information is the CSBG 2006 mid-year report covering the period of January 1 through June 30, 2006.

Staff will be available to answer questions.

ITEM V – B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2006 SERVICE PROVISION REPORT

BACKGROUND:

Attached for your information is the CSBG 2006 Service Provision report that describes actual services provided and the number of clients served by CSBG program operators compared to their planned, contracted goals for the period of January 1 through June 30, 2006.

Staff will be available to answer questions.

ITEM V – C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant fiscal report for the period of May – June, 2006.

Staff will be available to answer questions.

ITEM V – D -INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2005 CLOSEOUT REPORT

BACKGROUND:

Attached for your information is the CSBG 2005 Closeout report.

Staff will be available to answer questions.

ITEM V – E – INFORMATION

RECOMMENDED INITIATIVES FOR COMMUNITY SERVICES BLOCK GRANT
DISCRETIONARY FUNDING

BACKGROUND:

The State Department of Community Services and Development (CSD) has set aside up to \$1 million of CSBG discretionary funds for up to four targeted initiatives that will fund special projects to assist low-income people become self-sufficient. CSD sought recommendations from CSBG entities in identifying initiatives that would expand upon current programs and systems and provide start up funds to meet the unique needs of their communities. The recommendations were due to CSD by August 4, 2006. Upon final determination of which initiatives are to be selected for the discretionary funding, CSD will develop a solicitation for applications in September.

SETA submitted recommendations for local initiatives that would expand services to the homeless, youth, and seniors and strengthen our capacity to assist faith and community-based organizations with organizational and resource development. Attached for your information is the form that describes the initiatives that were recommended by SETA.

Recommended Target Initiative Form

CSD D 102 (Rev. 7/06)

Agency Name: SETA	Agency Representative: Cindy Sherwood-Green
Address: 925 Del Paso Blvd.	Email: cindysg@delpaso.seta.net
City, State, Zip Code: Sacramento, CA 95815	Telephone Number: (916) 263-3857

Recommended Target Initiative

Identify initiatives that are innovative, responsive to local or national needs, collaborative, and have the potential to leverage other resources.

1	<p><u>Homeless Transitional Housing Program at Mather Community Campus.</u> This is a comprehensive program operated by the County of Sacramento Department of Human Assistance in partnership with SETA, Sacramento Area Emergency Housing Center and Volunteers of America. Its purpose is to move homeless individuals and families who reside on campus to stabilization and self-sufficiency through case managed services, job training and permanent employment. Of the 3,000 homeless individuals in Sacramento County at any given time, Mather Community Campus serves 300 at any given time. It is recommended that this initiative be considered for expansion through CSBG discretionary funding by implementing an incentive program for the homeless residents of Mather Community Campus. The incentive program would allow each client to be awarded a financial incentive when they achieve up to four benchmarks that were identified in the client's employment plan. The incentives would be banked funding, up to \$600 per client, earned toward a housing deposit or first/last month's rent, and awarded to the client upon successful exit to permanent housing.</p>
2	<p><u>Linkage to Education</u> This initiative provides assistance to both foster and incarcerated youths as they exit institutional custody and foster care and transition into college and/or vocational training programs. Youth are assisted in navigating through the transition process in order to provide proper coping skills to maximize long-term success. Linkage to Education staff (one director, college interns and student mentors) bring the services directly to the youth at group homes, foster homes, or juvenile hall. Services provided include selecting college classes, supplying textbooks, helping with tuition fees waivers, and on-campus support, case management and guidance during the client's participation in the program. With this unique approach, recidivism has decreased, and youth who would have otherwise had a difficult time adjusting to their transition are achieving their educational goals and entering employment. CSBG funding, leveraged with resources from United Way and four private foundations, reaches 35 eligible youth per year, but approximately 700 are in need of transitional services. CSBG discretionary funding is recommended to expand this initiative so that more youth are given the opportunity for enrollment and self sufficiency.</p>
3	<p><u>Sacramento Senior Safehouse</u> Groundbreaking on a new emergency shelter for abused and neglected seniors will take place on September 7, 2006. The project, called the Sacramento Senior Safehouse, is a collaborative of local agencies, SETA, Sacramento County Department of Health and Human Services, Volunteers of America, and Mercy Housing, that oversees a six-bed facility to provide housing for seniors who are removed from unsafe homes. The County Adult Protective Services has reported a major increase in the cases of elder abuse in Sacramento County. Each year, the agency handles over 3,000 cases. Some of the seniors have been physically, emotionally, or financially abused and victimized by members of their own family or by strangers. Other seniors have been neglected and need to move until they can safely go home. Currently, victims of elder abuse and neglect are given motel vouchers or are taken to the Salvation Army, which could be considered unsafe and frightening locations for the elderly. The safehouse will begin to address the lack of appropriate emergency housing for abused or neglected seniors. CSBG discretionary funding for this initiative could increase services at the safehouse and maximize opportunities for positive outcomes for seniors. Recommended CSBG services for the senior safehouse residents include food, clothing, advocacy, furniture, transportation and case management.</p>

4	<p>Faith-Based and Community-Based Organizations A recommended initiative for CSBG discretionary funding is to expand the coordination of providing information on funding opportunities, organizational development, and resources to the local faith and community-based organizations.</p>
5	

ITEM V-F - INFORMATION

UPDATE ON COORDINATION OF FAITH AND COMMUNITY-BASED
ORGANIZATIONS ACTIVITIES

BACKGROUND:

For the past year, SETA staff has worked to improve collaboration with Faith and Community-Based organizations as a result of federal legislation. The organizations have been provided information on available funding, one-stop career center resources, requirements for submitting proposal applications, and updates on relevant legislation.

At the board's request, staff will present a report of the most recent activities that have been coordinated with the Faith and Community-Based organizations.

ITEM VI - REPORTS TO THE BOARD

A. CHAIR'S REPORT

The Chair of the SETA Community Action Board on a regular basis receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Executive Director of the Community Action Program to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Community Action Board packet.

The Director's Report also allows the opportunity for the Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. 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.

D. PUBLIC PARTICIPATION

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chair, if they wish to speak.