



Sacramento  
Employment and  
Training  
Agency

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**KATHY KOSSICK**  
Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**SPECIAL MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, May 20, 2020

**TIME:** 10:00 a.m.

**LOCATION:** <https://us02web.zoom.us/j/87912969078>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87912969078>. This meeting will be closed captioned. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Webinar ID: 879 1296 9078: 1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Public comments will be accepted until the adjournment of the meeting, distributed to the CAB, and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |      |   |      |
|------|---|------|
| I.   | <b><u>Call to Order/Roll Call</u></b>                                       |      |
| II.  | <b><u>Consent Item</u></b>  |      |
| A.   | Approval of Minutes of the April 15, 2020 meeting                           | 2-7  |
| III. | <b><u>Action/Discussion Item</u></b>  |      |
| A.   | Approval of CSBG Staff Funding Augmentation Recommendations Due to Covid-19 | 8-10 |

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

**IV. Information Items**

- A. Community Services Block Grant Provider Presentations: 11
- Volunteers of America (VOA) – Veterans Services
  - River City Food Bank
- B. Fiscal Monitoring Report 12-14
- County of Sacramento, Dept. of Children, Family and Adult Services

**V. Reports to the Board**

15

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

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MAY 13, 2020**

## COMMUNITY ACTION BOARD MEETING ATTENDANCE 2020

BOARD MEMBER	Represented Sector	1/8	2/12	3/11	4/15 *	5/20	6/10	7/8	8/12	9/9	10/14	11/11	12/9	# of meetings attended
Wajma (1/8) Arghandiwal	Low Income Sector	X	X	X	X									
Lisa Culp	Private Sector	RESIGNED 1/8/20												
LaShelle Dozier	Public Sector	X	A	X	X									
Dominique Espinosa (8/1)	Low Income Sector	A	A	A	X									
Anthony Garcia	Public Sector	X	X	A	X									
Kristin (9/18/19) Gibbons	Public Sector	X	A	X	A									
Alma Leiva (1/8)	Low Income Sector	A	X	A	X									
Genevieve Levy	Private Sector	AP	X	AP	AP									
Donald Migge	Private Sector	X	X	X	X									
Antoine (1/8) Montgomery	Low Income Sector	X	X	X	A									
Jon Rango (2/6)	Private Sector		X	X	X									
Rivkah Sass	Public Sector	X	A	A	X									
Sam Starks	Public Sector	X	X	X	A									

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 15, 2020 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the April 15, 2020 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

## **SPECIAL MEETING OF THE COMMUNITY ACTION BOARD**

### Minutes/Synopsis

*(The minutes reflect the actual progression of the meeting.)*

Electronic meeting

Wednesday, April 15, 2020  
10:00 a.m.

#### **I. Call to Order/Roll Call**

Mr. Garcia called the meeting to order at 10:04 a.m. The roll was called and a quorum was established.

##### Members Present:

Anthony Garcia, Chair, Child Action, Inc.  
Rivkah Sass, Sacramento Public Library Authority  
Wajma Arghandiwal, Mutual Assistance Network  
Jon Rango, Boys and Girls Club of Greater Sacramento  
Donald Migge, California Community Credit Union  
Shay Smith, Alternate, Sacramento Food Bank and Family Services  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Alma Leiva, Head Start Policy Council  
Dominique Espinosa, Mutual Housing California

##### Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)  
Kristin Gibbons, County Department of Human Assistance  
Antoine Montgomery, Head Start Policy Council  
Sam Starks, SMUD

#### **II. Consent Item**

##### **A. Approval of Minutes of the March 11, 2020 meeting**

The minutes were reviewed; no questions or corrections.

Moved/Rango, second/Dozier, to approve the March 11, 2020 minutes.

Roll call vote:

Aye: 8 (Arghandiwal, Dozier, Espinosa, Leiva, Migge, Rango, Sass, Smith)

Nay: 0

Abstentions: 1 (Garcia)

Absent: 4 (Gibbons, Levy, Montgomery, Starks)

#### **III. Action/Discussion Item**

##### **A. Discussion on the Impacts of COVID-19 and CSBG Services**

Ms. Julie Davis-Jaffe stated that the need for services due to the COVID pandemic is increasing daily. Staff is interested in feedback from the Board on how to move forward. There will be about \$90 million additional CSBG funds in California and staff is expecting a significant amount in Sacramento County.

Ms. Pam Moore stated that service providers are running to catch up with the increased need. Agencies have reported a tremendous increase in need for services. A lot of agencies are talking specifically about food as a need since so many people are out of work; in addition, the request for utilities assistance/rent assistance has gone through the roof. The Sacramento Bee mentioned that while there is a moratorium about evictions the proceedings are still going through. Ultimately, the rental expense will need to be paid.

A lot of programs have seen a huge increase in requests for motel assistance. There has been an increasing amount of safety net requests rather than longer term requests. It is expected that eventually agencies will receive requests for employment needs. This will increase after the shelter-in-place is dropped.

Mr. Roy Kim stated that SETA issued a communication to service providers that they will be allowed to move money around, or modify their numbers, within the parameters of their proposals. Staff will be reviewing this on a case-by-case basis and we will work with them to be as flexible as possible.

Ms. Dozier understands that evictions are not being processed by the courts and will not until 90 days after the shelter-in-place ceases. There will be a huge backlog of evictions. In terms of CSBG funds to assist, is there a range of funding available? Ms. Kossick replied not at this point.

Ms. Sass asked if there were a way to quickly get assistance to people who are struggling to even feed their kids? Mr. Kim replied that along with staff working on an augmentation proposal, we are encouraging safety net providers to accelerate their services with the understanding that SETA will backfill the funds. Ms. Kossick stated that she participated in a recent webinar that emphasized the urgency of increasing services. The Federal representatives are stating that the funds will be sent out to the grantees for immediate distribution.

Staff is looking at funding availability and working with the job center system to ensure the funds are available for food, rent, and utilities. SETA is implementing ways to provide face-to-face services and implementing ways to honor the 6 ft. distance.

Ms. Dozier stated that the biggest need she is seeing in her system is the lack of food; it is the number one priority. The second issue is access to computers for kids to do distance learning.

Ms. Sass talked about computer access to the public through hot spots. The Central Library is working to expand the services. The Library is giving 100 computers to the Sacramento County Office of Education to give to highest-need families but it is a drop in the bucket. It is a huge need.

Ms. Leiva asked how to raise awareness on this situation and Ms. Sass replied that Assemblyman Kevin McCarty is having a town hall meeting tonight.

Ms. Kossick stated that SETA Manager Michelle O'Camb has a one-page document of resources connected with different internet providers that are providing some level of resource to families. Mr. Kim stated that the document will be sent to members regarding free/low internet resources available. SETA submitted an application to EDD for national dislocated worker money so people needing technology to connect back to work will have the ability to access technology.

#### **IV. Information Items**

- A. Community Services Block Grant Provider Presentations:  
♦ South County Services and Lao Family Community Development

Maria Rosales, Director of South County Services. Ms. Rosales stated that they are the only safety net service agency serving the South County. Their program has been very impacted and requests for services have tripled. South County also provides food to the clients in the Delta loop through a mobile service. They are assisting many clients to sign up for CalFresh services. They have clients that have no computer access so South County staff assist them. They partner with the Sacramento Food Bank for food distribution. Their biggest problem is that they have only two cargo vans for transportation; they need a truck to take to the Sacramento Food Bank. People used to come once a month but they are now coming in multiple times. Many parents have lost their jobs. A lot of the families are not documented and they are afraid to sign up for assistance. They are serving the high-risk communities to apply for EDD and SDI services through the phone. Ms. Rosales stated that South County is highly impacted with food requests and once the 90 days are over and people have to pay their rent and utilities, she expects they will be very impacted in that area. They currently help with eviction avoidance but on a limited basis. She is very concerned when rent/utilities need to be paid.

Ms. Rosales reported that her staff delivered food to 100-140 families in the Delta loop which includes the Isleton area. Ms. Rosales showed a YouTube video of food distribution and client testimonies.

Mr. Garcia handed off the meeting to Ms. Espinosa to continue the meeting. Mr. Garcia left the meeting at 10:58 am

## Lao Family Community Development: Kazuo Heu

Kazuo Heu stated that Lao Family's CSBG program offers two components: Employment Services and Family Services. Their Family Services program is widely known around the County. A lot of their clients are refugees. They have made their employment program inclusive to the entire community.

Lao Family has had a victim services program that has been around for 30 years; this little program assists any victim of a crime. They have free specialized services within the victims' program including elder abuse and youth abuse.

There has been a significant increase of women needing shelter from domestic violence due to the shelter-in-place. There is no way to protect them since shelters are unable to take in these abused women. With on-going need, they have made quick improvements to their safe house by adding more rooms; they want to serve more families by increasing 40%. They now can serve 11 families in the safe house. That resource is available right now.

Ms. Heu reported that they recently put four women back to work before the shelter-in-place order. Out of those four, two have already been laid off. Ms. Heu talked about a client that was working at the airport, was laid off on April 1 but is now employed again.

### B. Program Operator Report – 1<sup>st</sup> Quarter

Ms. Davis-Jaffe reviewed the report. Four of the seven providers are already close to being spent due to the increased need. Ms. Davis-Jaffe reviewed the employment numbers for the Family Self-Sufficiency program and stated that the number of employed at 90 days will be significant. Service providers will be asked to reach out to clients to see if they are still employed. All of the youth programs have exceeded their quarterly goals.

The Safety Net programs are at 119% of goal for the year. Ms. Davis-Jaffe expects that there will be a lot of budget modifications coming in. There will be an update in May regarding the actual expenditures. River City Food Bank shows zero percent but they bill on a six-month basis. All food banks are inundated right now as are all service providers

### B. Community Services Block Grant Fiscal Monitoring Report: There were no findings.

## V. Reports to the Board

### B. Chair: Ms. Espinosa expressed a particular concern regarding food resources. If people are not being paid to get the food harvested, there will be a problem. Ms. Smith stated that they do get a lot of resources from farmers but also from local

grocery stores. She thinks it is important not to put too much worry into the social media misinformation.

Ms. Maria Rosales stated that a lot of the farms are not contacting people because there are no people to pick the fruit. The farmers should be told that they can donate. Her husband said there are people not working because they are sick or the farmers do not want people to work. It was suggested to talk to the farmers and let them know that CSBG providers would take the produce.

Ms. Smith asked for more information regarding this issue since it is new to her. Ms. Smith is seeing a lot of people that want to come out and volunteer but it is difficult due to social distancing.

Ms. Rosales stated that if the farmers allow people to go into the orchard, there would be people to go to pick the pears or whatever. Ms. Rosales stated that more information on how undocumented people could get assistance would be very helpful.

- B. Executive Director: Ms. Kossick is expecting some rapid activity in the form of funds from the Federal funders to the states and hopefully down to the local level. The next CAB meeting will be zeroing in on where the funds should go to the service providers. The May meeting will also be a Zoom meeting. Ms. Kossick stated that staff be as creative and as flexible as we can.
- C. Program Manager: Ms. Davis-Jaffe thanked the service providers and staff for their flexibility and participation in the meeting.
- D. Members of the Board: None.
- E. Public: Mr. Kim stated that SETA is working with the Central Labor Council to staff the 211 and 311 phone lines to provide assistance with UI claims. SETA can also assist small businesses that are impacted with the Small Business Administration. The Sacramento Metropolitan Chamber of Commerce and the Asian Chamber of Commerce has established a hotline. SETA has been working to establish a partnership with grocers or retail delivery services. CAB members were asked to inform staff if there is a way to connect with demand opportunities that are available now.

VI. **Adjournment**: The meeting was adjourned at 11:33 a.m.

## ITEM III-A – ACTION

### APPROVAL OF CSBG STAFF FUNDING AUGMENTATION RECOMMENDATIONS DUE TO COVID-19

#### BACKGROUND:

On March 19, 2020, California Governor, Gavin Newsom, issued a stay-in-residence order to all Californians in an attempt to limit the spread of COVID-19, which had devastated other parts of our nation by overloading hospitals and killing nearly a thousand people a day. Non-essential businesses, including restaurants and bars, retail stores, dental offices, hair salons, fitness centers, and public parks were closed to the public in an attempt to promote social distancing. While the stay-in-residence order doubtlessly saved many lives and was essential to gaining some control over the spread of this disease, it also caused massive unemployment, especially among the low-wage earners of our economy. As a result, requests for CSBG Safety-Net services is at an all-time high.

During March, staff identified approximately \$174,000 of CSBG funds available for allocation. These funds were originally included in the funding set aside for support services administered and delivered by SETA staff to Mather Community Campus (MCC) residents. Due to recent program management transitions that have occurred at MCC, and a reduction in the number of customers requiring services, these funds are no longer needed to support MCC customers and are available to augment CSBG Delegate Agencies.

The current pandemic is virtually unprecedented in our country's history. With the constant changes in local, state and national conditions, it is difficult to predict the community's emergency services needs over a period of time. Due to the COVID-19 emergency, staff recommends that Delegate Agencies be granted the flexibility to provide the full range of Safety-Net services based on the needs of CSBG customers. These services include food, shelter, housing, utility assistance, and other emergency needs. The staff funding augmentation recommendations recognize that no Delegate Agencies will be augmented at levels that exceed the original amounts requested in their proposals submitted for PY2020 CSBG funding.

SETA has been informed that it will receive \$2,437,644 in additional CSBG funds appropriated under the Coronavirus Aid, Relief, and economic Security (CARES) Act, and staff anticipates returning with additional information at the June CAB Meeting.

#### EVALUATION PROCESS:

SETA staff polled all Delegate Agencies regarding increased requests for services, anticipated service provision, and ability to meet service needs. This survey included a number of questions, as well as numerical and funding projection estimates. The results were compiled, evaluated, and are summarized in the attached recommendations. The funding was designed to be allocated to CSBG Safety-net

ITEM III-A - ACTION (continued)

Page 2

providers based on the survey responses and subject to the condition that no funding would exceed the original amounts requested in their proposals for PY2020 CSBG funding.

In addition to the \$154,000 recommended to augment the CSBG Delegate Agencies, staff is recommending that \$20,000 be allocated to the Sacramento Works America's Job Centers of California for CSBG Safety-Net services to job seekers during COVID-19.

RECOMMENDATION:

Approve the CSBG staff funding augmentation recommendations for Program Year 2020 due to COVID-19.

PRESENTER: Julie Davis-Jaffe

**STAFF FUNDING RECOMMENDATIONS FOR CSBG DELEGATE AGENCY  
SAFETY-NET FUNDING AUGMENTATIONS DURING COVID-19**

<b>PROGRAM NAME</b>	<b>CONTRACTED FOR PY2020</b>	<b>AMOUNT REQUESTED IN PROPOSAL</b>	<b>AUGMENTATION RECOMMENDATION</b>	<b>TOTAL AUGMENTED FUNDING</b>
Elk Grove Adult and Community Education	\$20,000	\$38,342	\$18,342	\$38,342
Elk Grove Food Bank	20,000	34,870	14,870	34,870
Folsom Cordova Community Partnership	40,000	56,508	16,508	56,508
International Rescue Committee	31,000	31,000	0	31,000
My Sister's House	34,100	34,100	0	34,100
Next Move's Francis House Center	8,762	52,355	36,780	45,542
River City Food Bank	40,000	50,000	10,000	50,000
South County Services	27,768	100,000	34,000	61,768
The Salvation Army	60,500	75,000	14,500	75,000
Volunteers of America - Veterans Services	27,870	27,870	0	27,870
Wind Youth Services	20,000	37,100	9,000	29,000
<b>TOTAL AMOUNTS FOR SUPPORTIVE SERVICES</b>	<b>\$330,000</b>	<b>\$537,145</b>	<b>\$154,000</b>	<b>\$484,000</b>

ITEM IV- A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATIONS

BACKGROUND:

Volunteers of America (VOA) – Veterans Services and River City Food Bank will provide a presentation of their program and services.

PRESENTER: Julie Davis-Jaffe

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



**Program Operator: County of Sacramento, Dept of Children, Family and Adult Services**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs from October 1, 2018 to December 31, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

## ITEM V - 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 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. PROGRAM MANAGER

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, to provide an oral report on issues not included in the agenda packet.

### D. MEMBERS OF THE BOARD

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

### E. PUBLIC PARTICIPATION

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