



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, February 9, 2022

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81841671574?pwd=ZGtVQIBJZDBqSkxtZ1E0bVhYiFiZz09>

In response to the AB361 (Brown Act Section 54953) 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/81841671574?pwd=ZGtVQIBJZDBqSkxtZ1E0bVhYiFiZz09>. 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 on One tap mobile +16699006833,,81841671574#US (San Jose). Meeting ID: 818 4167 1574. Passcode: 618778. Find your local number: <https://us02web.zoom.us/j/81841671574?pwd=ZGtVQIBJZDBqSkxtZ1E0bVhYiFiZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Board and included in the record.

In the event of disruption which 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.

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.

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

DENISE LEE
Interim 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>

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DISTRIBUTION DATE: Wednesday, February 2, 2022

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

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE**

2022

BOARD MEMBER	Represented Sector	1/12	2/9	3/9	4/14	5/11	6/8	7/13	8/10	9/14	10/12	11/9	12/14	# of meetings attended
LaShelle Dozier	Public Sector	X												
Dominique Espinosa (8/1/21)	Low Income Sector	X												
John Foley (3/24/21)	Private Sector	X												
Anthony Garcia	Public Sector	A												
Kristin (9/18/19) Gibbons	Public Sector	A												
Kara Long (1/12/22) Alt.: Charles Taylor	Low Income Sector	X												
Donald Migge	Private Sector	X												
Sam Starks	Public Sector	X												
Fienishia Wash (5/19) Alt.: Donna Bonner	Low Income Sector	AP												

*Special meeting

ITEM II -A- CONSENT

APPROVAL OF MINUTES OF THE JANUARY 12, 2022 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the January 12, 2022 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Electronic meeting

Wednesday, January 12, 2022
10:00 a.m.

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

Mr. Migge called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donna Bonner, Head Start Policy Council -Alternate
John Foley, Self Help Housing
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD
Kara Long, Head Start Policy Council
Donald Migge, Chair; California Community Credit Union

Members Absent:

Fienishia Wash, Head Start Policy Council
Anthony Garcia, Child Action, Inc.
Kristin Gibbons, County Department of Human Assistance

II. **Consent Item:**

A. Approval of Minutes of the November 10, 2021 Regular Meeting

The minutes were reviewed, there were no questions or concerns.

Moved/Starks, second/Dozier, to approve the minutes for November 10, 2021 Regular Meeting.

Roll call vote:

Aye: 5 (Dozier, Foley, Espinosa, Starks, Migge)

Nay: 0

Abstentions: 2 (Long, Bonner)

Absent: 3 (Wash, Garcia, Gibbons)

III. **Action/Discussion Item**

A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Davis-Jaffe reviewed this item. The Governor extended the executive order through March 31, 2022.

Mr. Kim stated a correction, in the first paragraph of the item background and recommendation is should read Community Action Board, not Governing Board.

Moved/Starks, second/Espinosa, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 7 (Dozier, Foley, Espinosa, Long, Bonner, Starks, Migge)

Nay: 0

Absent: 3 (Wash, Garcia, Gibbons)

B. Election of Officers to the Community Action Board

Ms. Davis-Jaffe reviewed the item and the current officers: Chair- Mr. Migge, Vice-Chair – Ms. Espinosa, and Secretary/Treasurer- Mr. Starks.

Mr. Starks stated that in the past the board has discussed qualifications to be an officer. Those considered for officer positions should be on the board for a full year before nomination.

Ms. Dozier agreed with Mr. Starks, nominees need one to two years of time spent on the board. She recommended the board renew the current slate of officers.

Moved/Starks, second/Foley, to approve the renewal of the current slate of officers. Chair- Mr. Migge, Vice-Chair – Ms. Espinosa, and Secretary/Treasurer- Mr. Starks.

Roll call vote:

Aye: 7 (Dozier, Foley, Espinosa, Long, Bonner, Starks, Migge)

Nay: 0

Absent: 3 (Wash, Garcia, Gibbons)

IV. Information Item

A. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reviewed the monitoring reports. No corrective action was required.

B. Program Operator Report – 3th Quarter

Ms. Davis-Jaffe reviewed the report. The third quarter report goes through September 30, 2021. The Agency is waiting on numbers for the last three months of the year. The report was compiled while monitoring was in process; improvement plans and corrective action have been implemented. The fourth quarter report should be available at the February meeting. All agencies are expected to fully spend their CARES Act funds by the end of March 2022. There were two providers that the Agency agreed to extend, due to them being more case managed programs.

Mr. Foley asked about COVID restrictions.

Ms. Davis-Jaffe answered each agency's policy is based on its interpretations of the restrictions set by the County. Most agencies are safely working with customers in person as there is a need to be in-person for these services. SETA has an electronic signature policy to limit contact.

Mr. Foley asked about best practices for those that are struggling.

Ms. Davis-Jaffe replied that the Agency can put together a best practices document to share.

Ms. Dozier asked about Elk Grove Unified School District (EGUSD); if it was one of the providers SETA is working with as they have low numbers.

Ms. Davis-Jaffe answered EGUSD numbers have increased since the report was completed. The staff have been working with them, and they are expected to expend and meet performance. SETA staff are also working with safety net service agencies that are low in numbers, specifically on contract modifications to move funds to where they are needed.

Mr. Starks commented usually there is call for focus on family self-sufficiency over safety net. In this time, safety net is needed more. He suggested, if it is possible, it could be beneficial to find a way to let our partners know we are open to considerations to shift funds from self-sufficiency to safety net.

Ms. Davis-Jaffe clarified when an agency applies for a particular category they are unable to shift it to another category. SETA has been working with them to connect with safety net agencies. We will initially help in the area of need as we connect the client to another agency for further help. Coordination of agencies is a big part of what is needed.

V. **Reports to the Board**

A. Chair: No Report

Ms. Davis-Jaffe introduced Ms. Denise Lee as the Interim Executive Director for SETA.

B. Interim Executive Director:

Ms. Lee introduced herself. The City and County contracted with a recruitment firm which is gathering information and developing the spec for the Executive Director position. The announcement will be published in late January through February. Interviews to follow in March. This is a national recruitment.

Mr. Starks asked if the Board will have input in the process.

Ms. Lee answered it does not appear so. The hiring decision rests with the County Executive and City Manager.

Ms. Dozier commented it would be useful for the Board to be interviewed or have the recruiters attend a meeting for input.

C. Program Manager:

Ms. Davis-Jaffe shared an article in Forbes authored by Michael Bernick. The article highlights the efforts of Ms. Amy Ruddell and CSBG success on the collaboration to help homeless in transitional housing find employment and self-sufficiency. Of the 30 enrolled in the program, 19 found job placement. Employers included a Sacramento property management company and Wells Fargo to name a few. Wages were \$16-20 per hour. For transitional housing, SETA partnered with Women's Empowerment, Next Move, and WEAVE. Due to Ms. Ruddell's efforts the Agency has been awarded another year of funding through Anthem. A housing coordination component is to be added to the program.

The link to the article:

<https://www.forbes.com/sites/michaelbernick/2022/01/05/the-craft-of-the-homeless-job-counselor/?sh=3ed7b1203ac5>

D. Members of the Board:

Ms. Dozier announced today is the opening of the wait list for housing vouchers. Tenant based waiting list is the voucher one receives to rent an apartment that would be subsidized by the agency. The wait list will be open until Wednesday, January 26, 2022 until 11:59pm. Apply online, phone, or tablet at www.sacwaitlist.com. From this site, one can find other wait lists. The selection is done via lottery; 5,000 will be selected.

Mr. Starks and Ms. Espinosa congratulated Ms. Ruddell on her work efforts.

E. Public: None.

VI. **Adjournment**: The meeting was adjourned at 10:35 a.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until March 31, 2022 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed. The Community Action Board on February 9, 2022 will be the first board meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Board Agenda.

Under AB 361, in the event of disruption which 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 legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Board meeting to be held by teleconference procedures consistent with AB 361, the Board must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.

ITEM III-A-ACTION (continued)

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- ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Community Action Board meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Board has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM IV-A- INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Amanda McCarthy **DATE:** January 21, 2022
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG-CARES Act	Safety Net	\$50,000	11/2/2020-3/31/2022	11/2/2020-9/30/2021

Monitoring Purpose: Initial Follow-up Special Final

Date of review: November 2021

AREAS EXAMINED		COMMENTS RECOMMENDATIONS			
		SATISFACTORY YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliations	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG CARES Act-Safety Net program from November 2, 2020 to September 30, 2021. 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: Denise Lee
Governing Board

ITEM IV- B- INFORMATION

PROGRAM OPERATOR REPORT – 4th QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 4th Quarter.

The report will be provided under separate cover.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV- C -INFORMATION

PROGRAM OPERATOR REPORT (CARES Act) – 5th QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report for CARES Act Funding with program and fiscal data through the 5th Quarter.

The report will be provided under separate cover.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

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. INTERIM EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Interim 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 Interim 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.