



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, September 14, 2022

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/89985138011?pwd=ajZDd0ZwRFpgeVZFTRTYVk1RTW1pdz09>

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/89985138011?pwd=ajZDd0ZwRFpgeVZFTRTYVk1RTW1pdz09>. 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,,89985138011#US (San Jose). Meeting ID: 899 8513 8011 Passcode: 70422. Find your local number: <https://us02web.zoom.us/j/89985138011?pwd=ajZDd0ZwRFpgeVZFTRTYVk1RTW1pdz09>. 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.

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AGENDA

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DISTRIBUTION DATE: Thursday, September 8, 2022

Community Action Board meeting hosted by:
LaShelle Dozier (Chair), Dominique Espinosa (Vice Chair), Sam Starks (Secretary/Treasurer)

“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
Peter Coyle	Public Sector					X			A					
LaShelle Dozier	Public Sector	X	X			X			X					
Dominique Espinosa (8/1/21)	Low Income Sector	X	X			X			X					
John Foley (3/24/21)	Private Sector	X	X			X			X					
Anthony Garcia	Private Sector	A	X			X			A					
Kristin (9/18/19) Gibbons	Public Sector	A	X			A			A					
Kara Long (1/12/22) Alt.: Charles Taylor	Low Income Sector	X	X			X			X					
Donald Migge	Private Sector	X	X			-			-					
Sam Starks	Public Sector	X	X			X			X					
Fienishia Wash (5/19) Alt.: Donna Bonner	Low Income Sector	AP	X			AP			X					

*Special meeting

ITEM II -A- CONSENT

APPROVAL OF MINUTES OF THE AUGUST 10, 2022 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the August 10, 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, August 10, 2022
10:00 a.m.

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

Ms. Dozier 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
John Foley, Self Help Housing
Dominique Espinosa, Vice Chair; Mutual Housing California
Kara Long, Head Start Policy Council
Fienishia Wash, Head Start Policy Council *(joined at 10:04 a.m.)*
Sam Starks, Secretary/Treasurer; SMUD
Donna Bonner, Head Start Policy Council Alternate

Members Absent: Kristin Gibbons, Anthony Garcia, Peter Coyl

II. **Consent Item:**

A. Approval of Minutes of the May 11, 2022 Regular Meeting

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

Moved/Foley, second/Long, to approve the minutes for May 11, 2022 Regular Meeting

Roll call vote:

Aye: 6 (Bonner, Dozier, Foley, Espinosa, Long, Starks)

Nay: 0

Abstention: 0

Absent: 3 (Gibbons, Garcia, Coyl)

Ms. Fienishia Wash joined the meeting at 10:04 a.m.

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

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: 6 (Wash, Dozier, Foley, Espinosa, Starks, Long)

Nay: 0

Abstention: 0

Absent: 3 (Gibbons, Garcia, Coyl)

IV. Information Item

A. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reviewed the monitoring reports.

Mr. Foley asked what is the status in finding opportunities to assist agencies that are struggling.

Ms. Davis-Jaffe replied the fiscal monitoring reports are done to make sure the records are in order and funds are spent correctly and accounted for. The operator report goes into more detail of agency operations. Fiscal staff provide technical assistance to providers to ensure success of the program.

B. Program Operator Report – 2nd Quarter

Ms. Davis-Jaffe reviewed the report. This report covers the first six months of 2022.

There was a question regarding Women's Empowerment's performance. Ms. Moore said those were boot camps which are a couple of months long. About 50 percent of participants got COVID-19, which affected their CSBG enrollments.

Ms. Davis-Jaffe said the employment numbers look good; some might be carryovers from the previous years, particularly those with high percentages.

Ms. Dozier asked for more details on Waking the Village.

Ms. Moore said this is a new housing program for this year. If they enroll people in February they would not have the 180 days of stable housing at this point. This is the first year of funding and it was not expected for them to have numbers at this point. They should be showing numbers by the next report.

Ms. Davis-Jaffe stated International Rescue Committee (IRC) is at 50 percent of their enrollment goal.

Ms. Moore stated she has been in contact with IRC regarding their numbers. It was difficult to enroll before school ended, and they are now enrolling.

Ms. Davis-Jaffe noted Rose Family Creative Empowerment signed their contract late. They are on target to get up and going. Ms. Moore met with their team and expects to see higher numbers going forward.

Ms. Moore stated Folsom Cordova Community Partnership numbers are low; FCCP said they had funding to be used and focused on that first. They have had staffing issues.

Mr. Starks asked for clarification; some agencies are over indexing, which indicates a high need.

Ms. Davis-Jaffe said those are the year to date goals. Those agencies can come back to SETA for a budget modification to move money accordingly. However, they are on budget for spending currently.

Mr. Starks asked if there is a specific contact for each agency at SETA? Or a general point of contact.

Ms. Davis-Jaffe replied for program they reach out to Ms. Moore or herself directly to work with contracts.

Mr. Starks asked if there is anything causing alert?

Ms. Davis-Jaffe replied there are some agencies that have not submitted fiscal reports for May, June and July, which could affect the numbers. SETA is working with those agencies.

Ms. Moore commented we have seen a fair amount of staff turnover in the agencies; it takes time to get new people up to speed and it is reflected on the reports.

Mr. Starks asked what happens if they do not spend their money/allocations?

Ms. Davis-Jaffe replied we do the quarterly reports to stay on top of it. We ask for them to return the money if they cannot spend the money in the timeframe so it can be reallocated. Sacramento Works Americas Job Center staff spent \$180,000 under the CARES Act funding that went out to the community. Ms. Moore and her team are in the process of program monitoring this week and next. About five of the agencies have higher percentages now than in the report that was distributed for this meeting.

Mr. Foley asked if there could be a way to reach out to the agencies to assist with anticipated turnover; to have more of a proactive approach to help avoid gaps in service.

Ms. Davis-Jaffe said once we find out there is new staff we offer training, and we always offer assistance to help backfill positions. Ms. Moore goes out to agencies to train regularly.

Mr. Starks suggested virtual in-service training. Perhaps quarterly or bi-annually to hold space to ask questions, similar to a check-in. Have cohort sets, in addition to the one-on-one trainings.

Ms. Davis-Jaffe said she will take a look at how we can provide technical assistance as a group.

Ms. Espinosa suggested for over budget agencies to refer to agencies that are under budget.

Ms. Lee suggested for comments to be added to the report to provide more background information to what is going on with the agencies.

Ms. Davis-Jaffe said we currently work with the different agencies when we see they are over expended to make sure the clients are being served by referring to agencies with funding.

V. Reports to the Board

A. Chair: No Report

B. Interim Executive Director:

Ms. Lee gave an update on the childcare initiatives. Final stages of the labor market study are underway. We anticipate a final report very soon and will provide information as it is released to the public. The County/City are still working on a permanent Executive Director.

C. Program Manager:

Ms. Davis-Jaffe introduced Ms. Megan Alford.

D. Members of the Board: No Report

E. Public:

Mr. Kim shared the new Job Center at 3801 Florin Road is open.

VI. Adjournment: The meeting was adjourned at 10:41 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 issued long-existing state of emergency related to COVID-19, which remains in effect. 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. In September 2021, 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.

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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. 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.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ITEM III-A-ACTION (continued)

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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 that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment 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 officials continue to recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM IV – A- INFORMATION

SETA COMMUNITY ACTION BOARD (CAB) ORGANIZATIONAL STANDARDS

BACKGROUND:

All public entities that receive Community Services Block Grant (CSBG) funding are required by the State of California to adhere to a set of national organizational standards that govern most aspects of public agency operations. Among them is the category of “Board Governance,” defining the structure and membership criteria for a Community Action Board (CAB), and is based on federal and state law governing the use of CSBG funds. Organizational Standard 5.8 declares the following: “Tripartite board/advisory members have been provided with training on their duties and responsibilities within the past 2 years.”

Due to COVID-19, it has been over two years since most CAB members have been provided with training on their duties and responsibilities as CAB members. Staff will begin a regular series of brief trainings based on curriculum from national community action agency associations, state and federal law, and the SETA CAB Bylaws, at today’s and upcoming CAB meetings.

Today’s training will encompass the legal foundations of the tripartite board. The PowerPoint for this training was originally sent to CAB members by SETA’s Clerk of the Boards on August 26, 2022 for initial review. Also sent in that e-mail were a copy of the CAB Bylaws, the SETA budget for 2022, and notification of the most recent SETA fiscal audit.

Staff will be on hand to answer questions after completion of the training.

PRESENTER: Pamela Moore

ITEM IV-B- INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are the latest CSBG fiscal monitoring reports. Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Lisa Miller **DATE:** July 22, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Pivot Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS-Cares	\$ 43,919	11/2/20 – 3/31/22	7/1/21 – 2/28/22
WIOA	Adult	\$ 128,000	7/1/21 - 6/30/22	7/1/21 – 2/28/22
WIOA	DW	\$ 32,000	7/1/21 - 6/30/22	7/1/21 – 2/28/22

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 9/6/2021

Follow up: 9/13, 9/29, 9/30, 10/1

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

Program Operator: Pivot Sacramento

Findings and General Observations:

The total costs as reported to SETA have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Maria Rosales **DATE:** September 2, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN -CARES	\$ 33,286	11/2/20 - 3/31/22	11/2/20 - 3/31/22
CSBG	SN	\$ 61,768	1/1/21 – 12/31/21	1/1/21 – 12/31/21

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Scheduled Desk Monitoring Due Date: 4/27/22
Follow up: 5/4, 5/12, 5/16, 5/19, 7/8, 7/19

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

Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Denise Lee
Governing Board

Program Operator: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to the SETA CSBG programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

1) None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** July 22, 2022
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 27,870	1/1/21- 12/31/21	1/1/21 - 12/31/21
CSBG	SN – CARES	\$ 54,000	11/2/20 – 3/31/22	11/2/20 – 3/31/22

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X

Date of review: May 15, 2022 - Desk review

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

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to the SETA CSBG programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Denise Lee
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. 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/DEPUTY DIRECTOR

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.