



**SPECIAL MEETING OF THE  
COMMUNITY ACTION BOARD**

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**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>

**DATE:** Wednesday, April 12, 2017

**TIME:** 9:30 a.m.

**PLACE:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
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](http://www.seta.net).

**AGENDA**

**Page Numbers**

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

- Introduction of New CAB Member: Calvin Sheppard, Head Start Policy Council

**II. Consent Item**

- A. Approval of Minutes of the March 8, 2017 Meeting 1-4

**III. Action Item: None.**

**IV. Information Items**

- A. Community Action Board Orientation 5

- B. 2018-2019 Community Services Block Grant Planning Calendar 6-7

- C. Community Services Block Grant Fiscal Monitoring Reports 8-14  
✓ LaFamilia Counseling Center  
✓ St. John's Program for Real Change  
✓ Waking the Village

V. **Reports to the Board** 15

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

VI. **Public Hearing for the 2018-2019 Community Action Plan**

VII. **Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, APRIL 5, 2017**

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE MARCH 8, 2017 BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 8, 2017 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

## COMMUNITY ACTION BOARD

### Minutes/Synopsis

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

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

Wednesday, March 8, 2017  
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Nelson called the meeting to order at 10:03 a.m.; a quorum was established at 10:06 a.m. with the arrival of LaShelle Dozier.

#### Members Present:

Denise Nelson, Head Start Policy Council  
Anthony Garcia, Child Action, Inc.  
Cole Forstedt, United Way  
Donald Migge, California Community Credit Union  
Lisa Culp, Women's Empowerment  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency (arrived at 10:06 a.m.)  
Sam Starks, SMUD (arrived at 10:11 a.m.)

#### Members Absent:

Blake Young, Sacramento Food Bank & Family Services  
Mary Duncan, Adult & Aging Commission of Sacramento County  
Rivkah Sass, Sacramento Public Library Authority

## IV. **Discussion Item**

- A. Update on the Target Outreach to Increase Services to the African-American Community

Mr. Starks and Ms. Dozier were present at the planning meetings. They did a review of the Community Action Plan to see how changes could be made in our community. Ms. Davis-Jaffe reviewed the report included in the board packet.

Ms. Dozier arrived at 10:06 a.m.; a quorum was achieved.

Committee members worked to identify gaps in services. Some organizations have 1-2 people and are not able to pass the audits. The committee is looking at better partnering with the schools in after-school programs such as extracurricular/sports for youth.

Ms. Dozier talked about capacity building of smaller organizations. There are organizations doing excellent work but they do not have the capacity to do the

work we need done. There was a suggestion of perhaps giving point preference or leveraging for smaller groups. We want to maximize the individuals that are doing good work and have the ability to connect with the community we want to reach. The Committee also was looking at some of the non-profits as employers for our targeted community. They would be a nonprofit for other individuals.

Mr. Starks arrived at 10:11 a.m.

### **I. Consent Item**

- A. Approval of Minutes of the September 14, 2016 Meeting and November 9, 2016 Committee of the Whole

The minutes were reviewed; there were no questions or corrections.

Moved/Migge, second/Dozier, to approve the September 14, 2016 and November 9, 2016 minutes as distributed.

Roll call vote:

Aye: 6 (Dozier, Forstedt, Garcia, Migge, Nelson, Starks)

Nay: 0

Abstentions: 1 (Culp)

Absent: 3 (Duncan, Sass, Young)

### **III. Action Item**

- A. Review and approval of the Service Gap Survey

This survey will be sent out to the agencies that provided services last year. Legal Services will provide this survey to their clients directly since that information is considered confidential.

Mr. Bonanno stated that this survey was used two years ago and people did not limit the areas where they were having issues. The intent was to determine areas of need.

Ms. Dozier asked if there was anything regarding help with domestic violence. Mr. Bonanno stated that there is a question about victims of crime. Ms. Dozier stated that it is her experience that there are a huge number of women that have experienced domestic violence.

Mr. Bonanno stated that staff is in the process of compiling a list of potential clients; currently, he has 850 e-mail addresses of clients that came to the 29 different CSBG sites to get services. When they gave us their e-mail address, we record it. Anyone that comes into contact with Legal Services will be provided a survey and an envelope. The challenge is reaching out beyond SETA's system.

Mr. Starks stated that human trafficking is on the mind of everyone in Sacramento; he suggested including human trafficking in the survey. Ms. Davis-Jaffe stated that staff is in the process of setting up training for staff and partners to provide training on how to identify possible human trafficking victims.

Moved/Migge, second/Culp, to approve the service gap survey as amended.

Roll call vote:

Aye: 7 (Culp, Dozier, Forstedt, Garcia, Migge, Nelson Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Duncan, Sass, Young)

**V. Information Items**

- A. Program Operator Monthly Report – 4<sup>th</sup> Quarter: The fourth quarter report was distributed. Ms. Davis-Jaffe reviewed the report; there were no questions.
- B. Community Services Block Grant Fiscal Monitoring Report: No questions.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director Ms. Kathy Kossick thanked the board for the ideas. At the September meeting, Ms. Kossick notified the board that she would be visiting the program operators and early learning centers. It was really valuable to find out what each operator does with the money we give them. Ms. Kossick suggested that board members pick a program or two to do a tour. The operators can leverage their money with other operators to do some impressive things. It really helps to understand what each agency does.
- C. Program Manager: Ms. Davis-Jaffe stated that the CAB will be starting public hearings on the community action plan; she would love to have all board members attend. The first public hearing will be April 12 and the second will be May 10.
- D. Members of the Board: Mr. Starks requested a list of funded service providers and Ms. Kossick stated that the list will be sent. Ms. Kossick stated that Head Start received funding for this next year which will be utilized to extend class time duration. The Federal Government is requiring six hours per day funding for children in Head Start. SETA/Head Start will need more space and more funding because we will not be doing double sessions.
- E. Public: None.

- VI. **Adjournment:** The meeting was adjourned at 10:28 a.m.

## ITEM IV-A- INFORMATION

### COMMUNITY ACTION BOARD ORIENTATION

#### BACKGROUND:

SETA has undertaken the full implementation of 58 Community Services Block Grant (CSBG) Organizational Standards established through a partnership of Community Action Agencies and the U.S. Office of Community Services, a department of the Administration for Children and Families. These Standards represent agreed-upon best practices for Public Community Action Agencies like SETA and are mandated by the State of California, Department of Community Services and Development.

Category 5 of the Community Services Block Grant (CSBG) Organizational Standards regards Community Action Board governance. **Standard 5.7 reads:** The Organization has a process to provide a structured orientation for governing board members within 6 months of being seated. **Standard 5.8 reads:** Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.

Staff will be providing the CAB a 30-minute orientation of CAB duties and responsibilities to fulfill Organizational Standards 5.7 and 5.8, noted above.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV – B – INFORMATION

2018-2019 COMMUNITY SERVICES BLOCK GRANT COMMUNITY  
ACTION PLAN CALENDAR

BACKGROUND:

Attached for your information is the calendar of important dates and events for the development of the 2018-2019 Community Services Block Grant Community Action Plan.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



DRAFT PLANNING CALENDAR FOR THE 2018 -2019 CSBG  
COMMUNITY ACTION PLAN

<u>DATE</u>	<u>EVENT</u>
February 24, 2017	Final drafts of Public Hearings Notice and Service Gap Survey Questionnaire are completed
March 7, 2017	CSBG Service Gap Questionnaires are mailed to a large sample of CSBG customers and 100 each delivered to Sacramento Steps Forward and WIND, for distribution through their networks
March 13, 2017 through May 10, 2017	Notice of CSBG Public Hearings are posted on the SETA website, e-mailed to SETA subcontractors and mailed to a large sample of CSBG customers not being surveyed.
April 12, 2017 (Wednesday) 10:00 a.m. – 12:00 p.m.	CAB Meeting First Public Hearing before the Community Action Board (SETA Board Room)
May 10, 2017 (Wednesday) 10:00 a.m. – 12:00 p.m.	CAB Meeting Second Public Hearing before the Community Action Board (SETA Board Room)
May 19, 2017 (Friday) 3:00 p.m.	Draft Community Action Plan completed and available for public review
May 31, 2017 (Wednesday) 10:00 a.m. – 12:00 p.m.	Special CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 1, 2017 (Thursday) 10:00 a.m.	SETA Governing Board approval of the Community Action Plan. Required Board and Executive Director signatures obtained. (SETA Board Room)
June 30, 2017 (Friday)	Community Action Plan due at the State Department of Community Services and Development

ITEM IV-C INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Ms. Rachel Rios **DATE:** February 28, 2017  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 293,940	7/1/15-6/30/16	3/1/16-6/30/16
CW	OJT/ESS	\$ 266,761	7/1/15-6/30/16	3/1/16-6/30/16
WIOA	US	\$ 61,000	7/1/15-6/30/16	3/1/16-6/30/16
CSBG	YSS	\$ 55,000	1/1/16-12/31/16	3/1/16-12/31/16
WIOA	OJT/A	\$ 132,963	7/1/15-6/30/16	3/1/16-6/30/16

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Jan 22-24, 2017

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

The total costs as reported to SETA for CSBG, CalWorks, and WIOA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Michele Steeb **DATE:** March 9, 2017  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	FSS	\$ 70,000	1/28/16-12/31/16	7/1/16-12/31/16

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Feb 15, 2017

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control		N/A		
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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

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

**Findings and General Observations:**

The total costs as reported to SETA for CSBG have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Ms. Bridget Alexander**

**DATE: March 15, 2017**

**FROM: Mayxay Xiong, SETA Fiscal Monitor**

**RE: On-site Fiscal Monitoring of Waking the Village**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$50,000	1/1/16-12/31/16	1/1/16-12/31/16
CSBG	Safety Net	\$42,500	1/1/15-12/31/15	1/1/15-12/31/15
CSBG	CEPEP	\$34,930.78	6/30/15-5/31/16	6/30/15-5/31/16

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final      X  
**Date of review:** 1/30/17

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator:** Waking the Village

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the CSBG programs from January 1, 2015 to December 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) There are no findings for corrective action in this fiscal monitoring visit.

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.