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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 31, 2017

TIME: 10:00 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.

AGENDA

Page Numbers

- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the May 10, 2017 Meeting 1-7
- III. **Action Item**
 - A. Approval of the 2017-2018 Community Services Block Grant Community Action Plan 8-10

IV. Information Items

- A. Community Services Block Grant Fiscal Monitoring Reports 11-13
- Visions Unlimited, Inc.

V. Reports to the Board 14

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 25, 2017

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE MAY 10, 2017 BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 10, 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, May 10, 2017
9:30 a.m.

- I. **Call to Order/Roll Call:** Ms. Nelson called the meeting to order at 10:00 a.m.; a quorum was established at 10:03 a.m. with the arrival of Mr. Sam Starks.

Ms. Nelson welcomed new CAB member, Ms. Genevieve Levy of Sacramento Food Bank & Family Services

Members Present:

Denise Nelson, Head Start Policy Council
Mary Duncan, Adult & Aging Commission of Sacramento County
Genevieve Levy, Sacramento Food Bank and Family Services
Donald Migge, California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Sam Starks, SMUD (arrived at 10:03 a.m.)
Calvin Sheppard, Head Start Policy Council (arrived at 10:20 a.m.)

Members Absent:

Anthony Garcia, Child Action, Inc.
Cole Forstedt, United Way
Rivkah Sass, Sacramento Public Library Authority
Lisa Culp, Women's Empowerment

- III. **Action Item:** None.

IV. **Information Items**

- A. Program Operator Monthly Report – First Quarter: Ms. Davis-Jaffe reviewed the report with the new format which is easier to follow showing the services provided.
- B. Community Services Block Grant Fiscal Monitoring Reports: The reports were reviewed; no findings in the reports.

Mr. Starks arrived at 10:03 a.m. and a quorum was achieved.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: No report.
- D. Members of the Board: No reports.
- E. Public: No comments.

II. Consent Item

- A. Approval of Minutes of the April 12, 2017 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Migge, second/Starks, to approve the April 12, 2017 minutes.

Roll call vote:

Aye: 6 (Dozier, Duncan, Levy, Migge, Nelson, Starks)

Nay: 0

Abstentions: 0

Absent: (Culp, Forstedt, Garcia, Sass, Sheppard)

III. Public Hearing for the 2018-2019 Community Action Plan

1. **Kay McEachen, Folsom Cordova Community Partnership**: Ms. McEachen provided an overview of her experience when her husband abandoned her and her son. She stated that while food banks provide food, most of it is grain; there is a lack of protein at food banks. She was able to get money for food but not for feminine products or toilet paper. Ms. McEachen urged the board to continue funding the partnership.
2. **Richard Martel, Resident, Volunteers of America, Mather Community Campus**. Mr. Martel stated that this program has helped get him back on his feet. Funding is at risk and Mr. Martel encouraged the board to continue funding for this program.
3. **Alan English, Resident, Volunteers of America, Mather Community Campus**: Mr. English stated that VOA provided him a place to stay and a suit to wear to interviews. He has been homeless off and on since 2014. He has PTSD, bipolar disorder, and depression. Through Mather he has had a chance to deal with his issues. He is enrolled in security guard training which will help him to have a steady income.
4. **Mandeep Kaur, Resident, Volunteers of America, Mather Community Campus**: Ms. Kaur stated that she found help. She is a participant at Mather. She is becoming a helpful member of society. She gets hygiene supplies,

clothes for interviews, and daily support. Ms. Kaur asked the board to please keep the funding for this program going.

5. **Deon Stewart, Resident, Volunteers of America, Mather Community Campus:** Mr. Stewart stated that he has been battling homelessness and drugs. He graduated from the Salvation Army Program twice. As a resident at Mather, it gave him a sense of self-worth and filled his confidence. He loves the program and it helps him be there for his 15 year old daughter.
 6. **Audry Perridon, Resident, Volunteers of America, Mather Community Campus:** Ms. Perridon stated that prior to coming to Mather, she had a substance abuse issue; she now has eight months of being clean and sober. She thanks Mather for being clean, and helping her to get her high school diploma. Her children are back in her life and she's a mother to them. Ms. Perridon urged the board to please not take Mather's funding away.
 7. **Lynette Daniels, Student, Volunteers of America, Mather Community Campus:** Ms. Daniels stated that she is glad to be at Mather; she has been clean for two years. This program gave her an opportunity to get a license, gave her a place to live and eat; it gave her her life back.
 8. **Barbara Gaines, Certified Nursing Assistant Student, Resident, Volunteers of America, Mather Community Campus:** Ms. Gaines stated that she is a success story at Mather. She came to Mather fighting for her life. She chooses to live now. She is a past facilitator at Mather. This program gave her an inner boost. She now has an apartment at VOA. She is a certified nursing assistant graduate. She's a mother, grandmother, and graduate of the Mather program. She has housing and employment. She thanks VOA today for the help.
 9. **Kirk Norris, Resident, Volunteers of America, Mather Community Campus.** Mr. Norris stated that he had a taste of success before because he went through a personal crisis. He's very appreciative for the help he received at Mather. In order to get success, it takes investment. It takes money to get money. There are certain things needed to get a job and if you don't have access to those things, it can break you.
- Mr. Sheppard arrived at 10:20 a.m.
10. **Cari McCracken, Case Manager, Volunteers of America, Mather Community Campus:** Ms. McCracken asked the Board to consider that there are human lives and the funds given to Mather help to get the residents contributing to society.
 11. **Michelle Evangelista, Resident, Volunteers of America, Mather Community Campus:** Ms. Evangelista urged the board to please keep this program going.

It is an opportunity and privilege to be a part of this program. She's grateful for the opportunity.

12. **Shannon Pinckney, Resident, Volunteers of America, Mather Community Campus:** Ms. Pinckney was referred to Mather by her probation officer. She was more than willing to do whatever it takes to improve her life and she worked with her case manager to achieve that. Classes gave her tools to be a productive member of society. She completed 156 hours of community service. She has learned things that will continue to help her. She has learned to have a budget and received help to expunge her record. Advice: your normal has changed, your reality is different. Seven months ago she didn't know normal and now she does. She has a job, license, and looking for a new place to live.
13. **Jerry Rose, Resident, Volunteers of America, Mather Community Campus:** Mr. Rose stated that Mather changed his life. He is on the resident council and is able to bring new people into the program. He's in high school, and just got his driver's license. Mr. Rose asked the CAB to please continue funding this program.
14. **Barbara Boice, Resident, Volunteers of America, Mather Community Campus:** Ms. Boice stated that she was homeless for many years. She would either have housing and no job or a job and no housing. Now she has both. She is an Uber driver and losing weight. She's going to social security to get her paperwork in order, and it makes her very happy to go in a positive direction. Ms. Boice stated that a homeless person has a disability and is not able to process all of life's duties in a normal manner. They need compassion.
15. **Kathryn Gilford, Resident, Volunteers of America, Mather Community Campus:** Ms. Gilford stated that the program has helped her. She thought her life was over. She never thought she'd get her license back. She is now in the office technology class and has accomplished so much.
16. **Anzia Powell, Client, Next Move:** Ms. Powell is a mother of three. She was referred to Next Move to get housing. Her experience is that she's blessed. She does not have to worry about her children eating and she is completely safe. The people are very nice and helpful. She recently got her truck back and her oldest son just attended his prom. They gave her the resources so her children have some sort of normalcy. It is a great program. Cutting funding to this program would be awful. Anyone can be homeless by either bad choices or losing a job.
17. **LaTisha Lawson, Program Manager, Next Move:** Ms. Lawson is a program manager at Next Move; they have several CSBG grants that support youth and seniors. This resource allows them to get their clients housing and keep them housed. They are allowed to age in a home. They also have a family self-sufficiency program that allows supporting residents to connect services.

Sometimes it is the small things that can help people make connections. They have a safety net grant and have already helped 23 households with utilities and 17 with housing assistance. This funding helps to keep families safe. There is a crisis in Sacramento with homeless and the lack of affordable housing.

18. **Jaime Linares, Client, Next Move**: Mr. Linares stated that he is the father of twin daughters. He now has two years of being clean and sober. The Next Move program helped him and his daughters to stay in the program. The program has provided his family an abundance of resources. The Next Move program will teach you and then you go out there and speak for yourself. He's fortunate to be in the Next Move shelter.
19. **Vicki Jacobs, Managing Attorney, Voluntary Legal Services Program**: Ms. Jacobs stated that she is grateful to talk but happy to hear the other testimony. They provide services that are targeted. They help people with criminal record expungement and getting their driver's license back. They provide services all around Sacramento. They offer their services at Mather and would like to continue services. They get called every month to bring their clinic to their location. Funding for their project is in danger. They have been receiving \$67,000 from DHA and have been notified their funding will be cut as of July 1. That will jeopardize their ability to provide services.
20. **Donald Clark, Organizer/Watch DOGS (Dads of Great Students), Castori Elementary School**: Mr. Clark is a grandfather of five grandchildren, three of whom are enrolled at Twin Rivers USD. He works with Martin Powers at Castori School. Many kids graduate but few of them access the mainstream of what society is about. The parents encourage the CSBG to consider an anti-poverty initiative that can assist the graduates of Castori School. These children must have access to school and university for higher jobs. Mr. Clark spoke of a program that began in Arkansas, Dads of Great Students. Castori Elementary School wants to open a chapter in Sacramento. They are seeking \$150,000 of funding to leverage with existing resources.
21. **Marty Powers, Principal, Castori Elementary School**. Mr. Powers reported that their school serves breakfast to 350 kids each morning; they leverage funds to provide after-school care and work with AmeriCorps. They are interested in acquiring a grant for fathers.
22. **Jessica Kemp, Folsom Cordova Community Partnership**: Ms. Kemp stated that she came to the program in October. They gave her resources including clothes for interviews. She also received resources for housing and food assistance for her children. She's now moving up and keeping her life stable.
23. **Trisha Rosenbaum, Executive Director, Next Move (and Francis House Center) Executive Director**: Ms. Rosenbaum stated that speaking on behalf of Francis House, they provide temporary motel shelter. They work to refer clients

to community resources. This year they plan to serve 200 families. They supplement their CSBG funding with individual donations to fund the staffing. They have staff that assist in getting people employed.

24. **Rachel Rios, Executive Director, La Familia Counseling Center:** Ms. Rios stated that LaFamilia is very proud to be a partner with SETA. They work with vulnerable youth in crisis and homeless. They have a case management system and 100% of their kids they work with live in poverty. Poverty has a definite social impact.
 25. **Brenda Miranda, Project Reach Lead Counselor, La Familia Counseling Center.** Project Reach has given her the right direction; she will soon graduate with college credits.
 26. **Sean Duran, WIND Youth Services:** Mr. Duran stated that he was homeless and WIND Youth Services helped him get food, driver's license, and shoes for his job. After receiving their help, he now feels like he has a future.
 27. **Emily Martin, Center Program Director, WIND Youth Services:** Ms. Martin runs their program for youth. The funding they receive provides money for food, shoes, bus passes, and other items for their youth customers.
 28. **Renee Harvey, Mather Community Campos, Volunteers of America:** Ms. Harvey expressed appreciation for addressing the board. She stated that she had a 20 year drug addiction and is now striving for a healthy life. She's grateful for the Mather program because they accept people without judgement. This is a community that helps each other. Everyone has their own apartment. She's in her 50s and feels human again and feels good about herself. Ms. Harvey stated that the board needs to keep this program going because there are so many people that need help.
 29. **Doug Burland, Program Director, Mather Community Campos, Volunteers of America:** Mr. Burland stated that it was determined that in 2016, \$12 million in wages has been generated from the Mather program. This program works!
- VII. Adjournment:** The meeting adjourned at 11:06 a.m.

ITEM III-A – ACTION

APPROVAL OF THE 2018-2019 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2018-2019 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2018 through December 31, 2019; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$1,758,773 for calendar year 2017, but the funding level for 2018 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at www.seta.net.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, interviews with homeless adults and youth in homeless encampments, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2018-2019 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing-of-choice, to continue support for emancipating foster youth and youth services that modify gang/pre-gang and risky/unlawful behaviors, with an emphasis on mitigating African-American juvenile arrest rates, and maintenance of a safety-net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the Community Information Profile is attached. The Community Action Plan will be presented to the Governing Board for approval on June 1, 2017.

RECOMMENDATION:

Review and approve the 2018-2019 Community Services Block Grant Community Action Plan.

COMMUNITY SERVICES BLOCK GRANT
2018-2019 DRAFT COMMUNITY ACTION PLAN (CAP)
KEY FINDINGS

The Community Information Profile and Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2018-2019 CAP was derived from the 2015 American Community Survey, a product of the U.S. Census Bureau. The profile below describes levels of poverty by demographic groups in Sacramento County.

Poverty Rate

The most recent 2015 data shows a Sacramento County poverty rate of 16.9%, or 249,973 persons living below Federal Poverty Income Guidelines, down from a rate of 18.7% in 2013.

Single Parents

Approximately 35.3% of single parent households with children under 18 years are living below Federal Poverty Income Guidelines. For female-headed households with children under 5 years, the poverty rate is 45.3%.

Seniors

Although low in comparison with other demographic groups, the 2015 senior poverty rate of 10.2% has risen significantly over the past 5 years; nearly 3 percentage points higher than the 2010 rate of 7.5%. This represents an increase of over 7,000 impoverished seniors in Sacramento County over the same period.

Youth

Children age 0-17 years comprise over 25% of Sacramento County's total population. Among this age group, the poverty rate is 25%, about 5.3 percentage points higher than the rate in 2010. The poverty rate for children under 5 years is up throughout the county and higher than any other age group at 27%.

Sacramento County teen birth rates have continued a downward trend, down over 70% from 2007 at 42/1,000 births, to a 2013 rate of only 12/1,000 births. Although the number of foster youth in the child welfare system has fallen significantly over the past 5 years, 10 Sacramento County foster youth were still exited or emancipated into a condition of homelessness or an emergency shelter in 2016.

African-American youth ages 10-17 continue to experience extremely high felony and misdemeanor arrest rates of 445% for males and 369% for females when compared with average rates for their peers across all demographics.

Labor Force and Unemployment Data

The Sacramento County unemployment rate continues to decline at 5.1% in March 2017. Higher than average unemployment rates are found in Walnut Grove (18.7%), Isleton (8.8%), Florin (7.5%), Arden Arcade (6.5%), Galt (6.0%), Rancho Cordova (5.7%), Rosemont (5.7%), Carmichael (5.6%), Sacramento (5.4%), Citrus Heights (5.4%), and North Highlands (5.2%).

Homelessness

A report documenting the January 2017 Homeless Count had not been released in time for inclusion into the Community Action Plan draft. This section will be updated with 2017 Homeless Count data if it becomes available prior to the June 30, 2017 CAP submission deadline. However, it was reported that in 2015, that there were approximately 2,659 adults and children from 2,115 households living in shelters, transitional housing or places not fit for human habitation.

Hunger

The Sacramento County Department of Health and Human Services reports that a monthly average of 213,173 adults and children participated in CalFresh programs during 2016.

CAP Target Populations: Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Single parent households, especially single parent female households with children 0-5 seeking self-sufficiency
- Low-income and homeless households, including victims of domestic violence, ex-offenders and veterans, seeking self-sufficiency
- Youth, including emancipating foster youth, juvenile justice involved youth, homeless youth, teen parents, truant youth, and youth at risk of gang involvement or dropping out of school
- Seniors, disabled seniors and parenting grandparents
- Homeless individuals and families

ITEM IV-B 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. Roleda Bates **DATE: May 9, 2017**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$35,000	1/1/16-12/31/16	1/1/16-12/31/16
Monitoring Purpose: Initial Follow-up Special Final <u>X</u>				
Date of review: 4/3/17				

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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: Visions Unlimited, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2016 to December 31, 2016 for the CSBG program has 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.