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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, June 3, 2015

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd.
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

I. Call to Order/Roll Call

II. Consent Item

A. Approval of Minutes of the May 13, 2015 Meeting 1-4

III. Action Item

A. Approval of the 2016-2017 Community Services Block Grant
Community Action Plan 5-7

IV. Information Item

A. Fiscal Monitoring Report 8-10
➤ Folsom Cordova Community Partnership

B. Overview of Organizational Standards, Roma, and
Self-Assessment (Katie Walker) 11

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

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 28, 2015

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 13, 2015 MEETING

BACKGROUND:

Attached are the minutes of the May 13, 2015 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Julie Davis-Jaffe

REGULAR MEETING OF THE 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 13, 2015
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:01 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Alan Lange, Community Link
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Cole Forstedt, United Way
Calvin Sheppard, Head Start Policy Council
John Healey, California Emergency Food Link
Sam Starks, SMUD

Members Absent:

Blake Young, Sacramento Food Bank & Family Services
Anthony Garcia, Child Action
Jeremiah Rhine, Alternate, Sacramento Food Bank & Family Services
Debra Morrow, Sacramento County Department of Health and Human Services

II. **Consent Item**

A. Approval of Minutes of the April 8, 2015 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Lange, second/Migge, to approve the April 8, 2015 minutes.
Voice Vote: Unanimous approval.

III. **Information**

A. Review of the Community Services Block Grant (CSBG) Discretionary Funding for Targeted Initiatives to the State of California Department of Community Services and Development

Ms. Davis-Jaffe reviewed this item and the goals of the project. Staff will be working closely with Head Start staff to provide the services to Head Start parents. Additional partners to the grant are Workforce Development

Departments, Waking the Village, and Birth and Beyond. Staff was just informed that we were awarded \$75,000 for this grant. Updates will be provided as the project continues.

IV. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: No report.
- D. Members of the Board: No report.
- E. Public: None.

V. **Public Hearing for the 2016-2017 Community Action Plan**

Ms. Nelson requested those providing public testimony to keep their comments to five minutes.

1. **Mazelle Lolmaugh, Tubman House:** Ms. Lolmaugh stated that Tubman House is an 18-month transitional living program providing homeless and pregnant youth support. The program only serves eight residents at a time; they currently have over 50 families waiting for services. Ms. Lolmaugh is house director and has lived on-site for 10 years. They have a grant through the California Wellness Grant and were able to have a one year intern program for people in the social work area. Some were to be placed as peer counselors. Their clients want a home and a fresh start, knowing that they are safe, loved and being held at the highest expectation.
2. **Corradine, Tubman House:** Corradine stated that she is 20 years of age and a mother of two children. Her lifelong goal is to become a nurse. She is fortunate to be a resident of Tubman House since they provide support to her and her children. She recently provided input on the need for services for homeless. Corradine stated that access to education is crucial to break the cycle of poverty.
3. **Daren Maeda, Linkage to Education:** Mr. Maeda stated that this program provides services to youthful offenders and guides them toward college. The first year has the highest dropout rate. There are a lot of graduates of his program that are now working in the social work area. The barriers are immense, especially foster youth, because they have little to no family support. The juvenile justice kids have fractured homes and they may come from a background of substance abuse. The social family barriers include spotty employment and mental health needs with services very hard to access.

Mr. Starks arrived at 10:14 a.m.

The mental health issues need to be dealt with in a layered way. Getting them into successful social reintegration is crucial to the success of their clients.

4. **Susan Hernandez, Client, Next Move:** Ms. Hernandez stated that she is a client of Next Move. She came across a family shelter at Next Move. She and her partner were able to find jobs, housing, and helped with a lot of different services. She was initially scared but the fact her family was with her made it easier. The program is only 30 days but in that time, they were able to get into housing that is theirs until their youngest child is 18 years of age. Their housing specialist visits every month to ensure they are doing well and staying on track. If it were not for this program, she does not know where her family would be. Her children are doing well.
5. **Laura Barajas/Rodrigo Lopez, LaFamilia Counseling Center:** Mr. Lopez works with at-risk youth turning them in a positive direction. They also provide family counseling. Mr. Lopez introduced Ms. Barajas, the mother of one of their clients.

Ms. Barajas stated that after separation from her husband, La Familia has helped her and her four children ages 17, 14, 13, 8. La Familia provided services for her children and they helped her with housing. Mr. Lopez works with her son. Her son grew up without a father figure and her son sees Mr. Lopez as an older brother; that really encourages him. Ms. Barajas is very thankful that LaFamilia has helped her in every way. She has no family in Sacramento and has built a family with the thanks of La Familia.

- VI. **Adjournment:** The meeting was adjourned at 10:23 a.m.

ITEM III-A – ACTION

APPROVAL OF 2016-2017 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2016-2017 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). This two-year draft Community Action Plan represents CSBG service priorities for the period of January 1, 2016 through December 31, 2017. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2016 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, a survey on service needs from current and past clients, an analysis of the latest available demographic data and studies, a review of publications on trends and issues in Sacramento County, a community forum with homeless youth, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

Based on the needs assessment, SETA will plan its focus of CSBG services on vulnerable youth and seniors, single parent and Head Start eligible families with children 0-5, refugees and asylees, parenting grandparents, persons who are unemployed or under-employed, veterans and persons who are homeless, and other susceptible populations with an emphasis on comprehensive services that will likely lead to self-sufficiency. Activities planned include Safety-Net or one-time emergency services and outcome-based, case managed, Self-Sufficiency services designed to move clients toward economic security. CSBG services will continue to be linked to the Sacramento Works Job Centers as a support for clients seeking employment, and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

A summary of the Community Information Profile is attached.

RECOMMENDATION:

Review and approve the 2016-2017 Community Services Block Grant Community Action Plan.

SUMMARY OF COMMUNITY SERVICES BLOCK GRANT 2016-2017
COMMUNITY ACTION PLAN (CAP) COMMUNITY
INFORMATION PROFILE

The Community Information Profile and Needs Assessment describe the problems and causes of poverty in SETA's service area based on public testimony, verifiable data and information. For the 2016-2017 CAP, the most recent statistical data used was the 2013 American Community Survey, a product of the U.S. Census Bureau, which was released in the fall of 2014. The profile shows the most recent indicators of poverty in Sacramento County.

Poverty Rate

The current poverty rate has risen to 18.7%, up from 17.7% in 2011, or 267,494 persons living in poverty, a 15.6 increase in the number of Sacramento County residents who were living below federal poverty income guidelines just two years earlier. Of particular concern is the dramatic rise in the number of persons living in extreme poverty, or less than 50% of Federal Poverty Income Guidelines. That number has risen by over 11,000 since 2011 and by over 50,000 since 2007.

Single Parents

Approximately 36% of single parent families are living in poverty. The rate increases to 50.6% for female-headed families with children 0-5 years of age.

Seniors

Thirty-seven percent of the persons 65+ live alone, most of who were women. The rate is higher for African American and Hispanic/Latino seniors. The senior poverty rate remains relatively low at 10%, but is up from 9% in 2011.

Youth

Children age 0-17 years comprise over 25% of Sacramento County's total population. Among this age group, the poverty rate is over 26.1%, about 5% higher than the rate in 2011. Teen birth rates continue a downward trend from 2007, but are consistently higher than the state of California for all race and ethnic groups. Poverty rates for children 0-5 are up in Arden Arcade, Citrus Heights, Elk Grove, Florin, Galt and Rancho Cordova. The number of youth in foster care has decreased dramatically over the last 5 years. Four foster youth were exited into a condition of homelessness or an emergency shelter in Sacramento County in 2014. In 2013, 1,029 juveniles were arrested with felony charges. The high school dropout rate in Sacramento County was 11%.

Labor Force and Unemployment Data

The Sacramento County unemployment rate was 5.7% in April 2015. The rates are the highest in Walnut Grove (10.6%), Isleton (10.5%), Florin (9.2%), Galt (7.1%), Arden Arcade (6.9%), Carmichael (6.9%), Rancho Cordova (6.7%), LaRiviera (6.5%), Citrus Heights (6.4%), Sacramento (6.4%), Orangevale (6.2%), and Foothill Farms (6.2%).

Homelessness

A report documenting the January 2015 Homeless Count report had not been released in time for inclusion into the Community Action Plan draft. This section will be updated with 2015 Homeless Count data if it becomes available prior to the June 30, 2015 CAP submission deadline. However, Sacramento Steps Forward reported in 2013, that there were approximately 2,538 adults and children from 1,846 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 101,325 adults and children participated in the CalFresh programs in 2014.

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

- Single parent families, especially single parent female families with children 0-5
- Low-income families, including victims of domestic violence, immigrants, asylees, ex-offenders, single parents, parenting grandparents, disabled individuals, persons who are unemployed or under-employed, veterans,
- Youth, including emancipating foster youth, probationary youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy
- Seniors
- Homeless individuals and families

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.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. Robert Sanger **DATE: May 19, 2015**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$267,197	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT Adult	\$345,234	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT DW Carryover	\$12,941	7/1/14-6/30/15	7/1/14-12/31/14
WIA	SWTC Adult	\$48,615	7/1/14-6/30/15	7/1/14-12/31/14
WIA	SWTC CalWorks	\$90,285	7/1/14-6/30/15	7/1/14-12/31/14
WIA	OJT CalWorks ESE	\$168,520	7/1/14-6/30/15	7/1/14-12/31/14
CSBG	Safety Net	\$24,000	1/1/14-12/31/14	7/1/14-12/31/14
DHHS	Covered California	\$92,508	7/1/13-12/31/14	7/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: March 4-6, 2015

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	X			
9 Indirect Cost Allocation	N/A			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	X			

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2014 to December 31, 2014 for the WIA OJT programs, the CSBG Safety Net program, and for the Covered California program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

OVERVIEW OF ORGANIZATIONAL STANDARDS, ROMA, AND SELF-ASSESSMENT

BACKGROUND:

This board item provides an opportunity for Ms. Katie Walker, Field Service Representative from the Community Services Department, to address the CAB on organizational standards, Roma, and Self-Assessment.

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.