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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, July 8, 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

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

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- A. Chair
- B. Executive Director
- C. Program Manager
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V. Adjournment

DISTRIBUTION DATE: THURSDAY, JULY 2, 2015

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 3, 2015 MEETING

BACKGROUND:

Attached are the minutes of the June 3, 2015 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Julie Davis-Jaffe

SPECIAL 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, June 3, 2015
10:00 a.m.

I. Call to Order/Roll Call

Ms. Denise Nelson called the meeting to order at 10:00 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Blake Young, Sacramento Food Bank & Family Services
Debra Morrow, Sacramento County Department of Health and Human Services
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Alan Lange, Community Link
Calvin Sheppard, Head Start Policy Council
John Healey, California Emergency Food Link
Sam Starks, SMUD
Cole Forstedt, United Way (arrived at 10:05 a.m.)

Members Absent:

Anthony Garcia, Child Action

II. Consent Item

A. Approval of Minutes of the May 13, 2015 Meeting

There were no corrections to the minutes.

Moved/Healey, second/Young, to approve the May 13, 2015 minutes.

Voice vote: Unanimous approval.

III. Action Item

A. Approval of the 2016-2017 Community Services Block Grant Community Action Plan (CAP)

Ms. Julie Davis reviewed the draft plan. This plan was developed with a lot of public input and shows the needs in Sacramento County. Staff was able to gather a lot of information from the community and service providers.

The CAB for 2016-2017 will be focusing on:

- Single parent families, especially single parent female families with children aged 0-5 years

- 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, and veterans
- Youth, including emancipating foster youth, adjudicated youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy
- Seniors
- Homeless individuals and families

The service providers will be encouraged to work closely with the Sacramento Works Job Centers and Head Start families.

Mr. Victor Bonanno reported that the last Community Action Plan was developed two years ago. His presentation will review the current needs in the community.

Mr. Forestedt arrived at 10:05 a.m.

The main purpose of the CAP is to research and analyze area poverty conditions, then define and implement the most effective ways to assist those in need.

The Community Action Plan identifies target groups and target areas on which to focus. There is not enough money to work with every person and every segment in the county.

From 2007 to 2013, there has been a declining unemployment rate but poverty is skyrocketing. The problem is that jobs coming back are not the same jobs. There is a growing segment of the working poor. Women in every sector are falling behind in all areas of median earnings. Extreme poverty means that people are living on less than 50% of the federal poverty guidelines. There are a lot of families with children that are not getting the start they need to ultimately become self-sufficient.

Mr. Bonanno reviewed the poverty rates by community; Lemon Hill, North Sacramento, Parkway, and Florin continue to have high poverty rates. Sacramento is racially integrated. Single father families and single mother families continue to increase.

Single moms are a much larger component of families that need assistance, especially with children 0-5 years of age.

The statistics show that juvenile crime has gone down over ten years. Mr. Starks was outraged by the statistics provided in the report. He stated that something is not working and it is not enough to say the single family correlation is not working. He recommended drilling down to see what else may be the issue. The disparity of African American youth is very high; Mr. Starks requested a racial

breakdown of youth and poverty. There could be a number of different explanations of why it is.

Mr. Bonanno stated that it is important to get in touch with the kids BEFORE they get into trouble. We need to rely on our community partners to reach out to provide services to the families.

The changing demographics point to a re-evaluation of current SETA poverty reduction strategies and staff recommend the following shifts:

1. Shift the ratio of safety net services to 40% of CSBG funding, from its current 60%.
2. Make the full array of safety net emergency services available to the working poor at multiple sites throughout the county, with after-hours services by delegate agencies at least one day each week.
3. Shift the ratio of self-sufficiency case-managed employment-based program services for vulnerable families in target communities to 40% of available CSBG community funding.

Mr. Starks stated that the board may want to include language along the lines of race or at least targeting certain communities; if you do not do that, we will miss addressing the number of African American kids in the juvenile justice system.

Mr. Healey stated that we would be asking service providers to do more with less funding.

Mr. Bonanno stated that it is possible that there would be fewer operators with a broader array of services with longer hours.

Mr. Young stated that the extreme poverty numbers are rising and it is very alarming. He asked how the delegate operators are chosen. Mr. Bonanno replied that SETA utilizes a standardized RFP procurement process.

Mr. Lange stated that there is a need to focus on services and where the biggest impact can be made. There is a strong need for all organizations to come to the same table to discuss how they can leverage money and services so there is a more organized way services are provided. There has been a need for this for a long time. He asked if SETA would take the lead to bring all of the players together; he would like to see this done within the next year. Regarding range of services and prioritizing, the one stop model is, in theory, a great idea but has issues with the quality of services provided.

Ms. Kossick stated that the Governing Board highly respects the CAB and it would be really great to have an official blessing of the Community Action Plan.

Ms. Morrow expressed concern about the 20% shift; the DHA clients are still struggling to secure enough food. The winter shelter is at max with hardly any funding. She agrees with the overall plan but is more concerned with how it will play out in terms of the recommendations for seniors.

Moved/Healey, second/Young, to approve the recommended plan with added language presented addressing issues; additionally, recommend a 50/50 split to be implemented in the 2017-2018 fiscal year.

After a great deal of discussion, Mr. Healey withdrew his motion.

Moved/Dozier, second/Sheppard, to approve the Community Action Plan with the added language to serve the African American children ages 10-17 years old in the areas where more crime and poverty is shown in high numbers, and to introduce a broader range of services including continued homeless, working poverty families, and senior services in a broader range of services including some evening services.

Voice Vote: Unanimous approval

Moved/Starks, second/Sheppard, to split the funds 50/50.

Roll Call Vote:

Aye: 5 (Morrow, Lange, Forstedt, Starks, Sheppard)

Nay: 5 (Healey, Dozier, Migge, Young, Nelson)

The motion did not pass.

Ms. Kathy Kossick stated that staff looked at bylaws and the bylaws are silent on tie vote. Mr. Roy Kim read a section in the bylaws that refers tie votes to the SETA Governing Board. This item will be forwarded to the Governing Board stating that the CAB has a 5/5 split on this particular motion.

IV. Information Item

A. Fiscal Monitoring Report: No questions or correction.

B. Overview of Organizational Standards, Roma, and Self-Assessment

Ms. Katie Walker from the State Department of Community Services and Development stated that she is a program analyst for CSBG funds and will review the new Results Orienting Management Accountability (ROMA) tool. ROMA is a business plan covering the quality of the agency to ensure programs are correctly operated. This is a self-assessment tool and all about outcome, accountability, and answering the needs of the community. The tool will be rolled out in 2016. Efficiency is very important and the funds must be correcting poverty. The goal is that the programs would go out of business since there will be no poverty. It is important to know what is not working and no longer fund organizations that do not meet standards.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick thanked the Board for their attendance at today's meeting. Ms. Kossick highlighted the job and career centers and shared job center information. The services are available to all people that are seeking employment. Two weeks ago, the Folsom/Cordova Job Center had their grand opening. The ribbon was officially cut on a center that is housed with an adult program. Ms. Kossick encouraged board members to share the information with their colleagues.
- C. Program Manager: Ms. Davis-Jaffe recognized Ms. Pam Moore and Mr. Victor Bonanno for their outstanding work on the CAP. Next month, the CAB will meet on July 8 for training and to share information on how CSBG will be providing services in the future.
- D. Members of the Board: None.
- E. Public: None.

VI. Adjournment: The meeting was adjourned at 11:48 a.m.

ITEM III- A – INFORMATION

DISCUSSION OF THE 2016-2017 COMMUNITY ACTION PLAN (CAP)

BACKGROUND:

The SETA Community Action Plan (CAP) was approved by the SETA Governing Board on June 4, 2015.

The CAP for 2016-2017 will be focusing on:

- Single parent families, especially single parent female families with children aged 0-5 years
- 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, and veterans
- Youth, including emancipated foster youth, adjudicated youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy
- Seniors
- Homeless individuals and families

CSBG services will include Safety-Net, Self-Sufficiency and Youth and Senior Supports.

The Request for Proposals for the 2016 program year procurement is currently being developed and will be brought before the CAB for approval at the August 12, 2015 meeting.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-B – INFORMATION

REVIEW OF ORGANIZATIONAL STANDARDS

BACKGROUND:

During the past two years, and with input from Community Action Agencies across the nation, a draft of CSBG Operational Standards has been developed to bring increased accountability to all Community Action Programs. The federal Office of Community Services has determined that these Organizational Standards will be required for all public CSBG entities, beginning in 2016. SETA staff have conducted a self-assessment of its alignment with the published standards, finding some areas where changes could be implemented in coordination with the SETA Community Action Board (CAB).

There are nine general categories each Community Action Agency is required to consider.

Categories are as follows:

- Consumer Input and Involvement
- Community Engagement
- Community Assessment
- Organizational Leadership
- Board Governance
- Strategic Planning
- Human Resources Management
- Financial Operations and Oversight
- Data and Analysis

Staff will review key components of the Organizational Standards with the CAB for their consideration and to begin the process for compliance with all standards.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-C – INFORMATION

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
MONITORING VISIT

BACKGROUND:

Department of Community Services and Development (CSD) conducted an on-site monitoring of the SETA Community Service Block Grant (CSBG) program during the week of June 1, 2015. The CSD monitor reviewed the administrative, fiscal, and program services components of the SETA CSBG program. The CSD monitor on-site visits at five SETA delegate agency sites in North and Central Sacramento County. The overall review of the CSBG program was a positive outcome. The Agency has not received the final monitoring report yet.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM IV - 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.