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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, July 12, 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

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- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the June 14, 2017 Meeting 1-5
- III. **Action Item**
 - A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2018 Program Year (Julie Davis-Jaffe) 6-7

IV. Information Items

- A. Guest Speakers: 8
- Kindra Montgomery-Block – Black Child Legacy Project
 - Ian Levin – Mack Road-Valley Hi Community Center Manager
- B. Fiscal Monitoring Report 9-11
- Elk Grove Food Bank

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JULY 5, 2017

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE JUNE 14, 2017 MEETING

BACKGROUND:

Attached are the minutes of the June 14, 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, June 14, 2017
10:00 a.m.

I. Call to Order/Roll Call

Mr. Garcia called the meeting to order at 10:09 a.m. and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Lisa Culp, Women's Empowerment
Genevieve Levy, Sacramento Food Bank and Family Services
Anthony Garcia, Child Action, Inc.
Calvin Sheppard, Head Start Policy Council
Paul Stanbrough, Alternate, California Community Credit Union
Rivkah Sass, Sacramento Public Library Authority
Sam Starks, SMUD (arrived at 10:14 a.m.)

Members Absent:

Denise Nelson, Head Start Policy Council
Donald Migge, California Community Credit Union (alternate present)
Cole Forstedt, United Way

II. Consent Item

A. Approval of Minutes of the May 31, 2017 Meeting

The minutes were reviewed; no questions or comments.

Moved/Sass, second/Dozier, to approve the minutes of the May 31, 2017 meeting.

Roll call vote:

Aye: 4 (Dozier, Garcia, Sass, Sheppard)

Nay: 0

Abstentions: 3(Culp, Levy, Stanbrough)

Absent: 4 (Forstedt, Migge, Nelson, Starks)

III. Action Item – None

IV. Information Items

A. Guest Speakers:

- Gregory King, CEO, Always Knocking, Inc.: Mr. King stated that a lot of young African American males do not know how to talk to police officers when they are pulled over. This program educates all communities on the right responses to give to police officers. Their main goal is to communicate with the entire community, not just in one area.

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

This is not just a one program solution, it is a collaborative effort. They believe in engaging law enforcement to engage with the kids. We have shown the kids our relationship with the police. There is a need to educate young people how to respond to law enforcement. If a young man is being aggressive, the way the police officer will deal with them will be different. The kids do not know the law so they can be outside of the law without knowing it. What is right for the police department is also right for the community. His program teaches the youth how to respond to the police if they are detained. The kids need to know they have a right not to talk without legal representation.

The adults have to be educated as well. His program has a component where parents are involved with their kids. They work with adults to ensure that things at home are going to be improved. Home visits are also important.

Ms. Dozier asked if he had a formal relationship with the City of Sacramento police department and Mr. King replied that they have been working with them for 20 years. He spoke of a police officer that walked through his neighborhood to build relationships with neighborhood residents.

Mr. Garcia asked if they receive their referrals as a result of voluntary contacts or are they referrals by law enforcement. Mr. King replied that he has been working in the community for 20 years. He goes to the schools, and juvenile hall every Wednesday; he also has a relationship with probation.

Mr. Starks stated that the board has seen long-term generational numbers that are horrific. We want to have resources that deal with long-term prevention. The board is trying to partner with organizations to see if they qualify for the federal grants. He asked Mr. King about this issue and what some of the struggles he would have in writing a grant. He also asked Mr. King to talk about the continuum between prevention and intervention and organizational struggles they may have.

Mr. King stated that a few years back he was going to apply for funding and the reason he could not move forward was that he could not locate a fiscal

agent with a good audit. The services that he was providing then and doing now were done without a grant. A lot of agencies doing great work do not have a fiscal agent with a good audit. If there is an organization that can act as a fiscal agent, it would be very helpful. They cannot wait for the young person to get into trouble; it is important to track the grade level and age level where the kids are getting in trouble.

Mr. Starks stated that often a program that has the 'cred' does not have the infrastructure to submit a contract. Mr. King stated that he has his non-profit status. However, he does not have an audit; he was going to ask Roberts Family Development to be the fiscal agent.

Mr. King stated that a grant would help his outreach team on the streets to help more kids. It would allow for further impact on the community. Mr. King stated that this work needs to be done and it is very important.

- Khaalid Muttaqi – Gang Prevention & Intervention Taskforce

Ms. Davis-Jaffe introduced Mr. Muttaqi who will talk about gang prevention and intervention.

There are 4 things that come to mind: 1) Unconscious bias; most law enforcement are being trained on this matter. It is real and it has impact, 2) Cultural Competence; it speaks to being aware of other cultures. They identified the teachers that related to the kid on a personal level, it had nothing to do with race. It was the teachers that understood and related to challenges. 3) Decrease or movement away from community policing. When he was growing up, his football coach was a police officer. His favorite baseball coach was a firefighter. Although he grew up in a high crime community, it did not really affect him. At one time the Police Athletic League was very active. 4) Procedural justice, which is new training. Even when making an arrest, there is a way to do that while keeping the person's dignity.

The Gang Enforcement Taskforce started with a tragedy on Stockton Blvd. It is a multi-disciplinary organization team including education, social services, and law enforcement.

He is working with the Peacemakers Fellowship in Richmond; it is a laser beam focused strategy. The first thing they did was they found 28 kids that did 80% of the crimes in the neighborhood. They called the 28 youth and offered services. By the time they interviewed all people, three were killed, and 21 out of 25 of the remaining showed up. They implemented this program that is structured out of the average fellowship. After five years, their murder rate went down 50%. Cities are being identified to replicate this program. If selected, the city will receive \$5 million over four years.

Sacramento has been selected as one of those cities. Mr. Muttaqi stated that this program will go to the City Council in August to get started.

Mr. Starks thanked Mr. Muttaqi for his presentation. He suggested as the program is developed in Sacramento, he wants to know whether there are correlations with black youth unemployment. He feels that any kid would want the same opportunities and part of it is exploring whether there is a workforce issue. Is there a way of looking at the positive results as an intervention strategy.

Mr. Muttaqi stated that he found that when the business community leaves, often an underground economy takes over that helps the community survive. How do we hold accountable every day folks that have left the urban core and took with them jobs, opportunities, and whatever they needed to survive.

Mr. Muttaqi provided an overview of the program in Richmond. The kids have to be ready before they get involved. The youth participants they can earn \$1,000 in stipends by getting their GED, driver's license, stop smoking weed, and improving their relationship with parents. This program takes the kids to go to the ocean, Disneyland, and other places they have never been.

He reported that the youth participants that completed the program in Richmond now have union jobs, are talking about self-worth and the ability to keep a job.

There is a capacity issue in Sacramento and none of the youth are connected to services. These are the neediest individuals, most are under 18 and have dropped out of school. The case managers are assigned 15 people and their job is to be in touch with their people every day.

Mr. Garcia asked how to engage the children when they are young babies. It is very important to engage people at a very young age to prevent generational gang issues. It is so important to think about how to integrate early childhood development in these kids.

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: Ms. Davis-Jaffe reminded the board that the next meeting on July 12 will have an item to approve the request for proposals.
- D. Members of the Board: No reports.
- E. Public: None.

VI. **Adjournment:** Meeting adjourned at 11:22 a.m.

ITEM III- A – ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2018 PROGRAM YEAR

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California, Department of Community Services and Development (CSD), that relies on research into current community conditions, and public testimony and community surveys about unmet community needs.

On June 1, 2017, the SETA Governing Board approved the 2018/2019 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs, services and recommendations identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2018 program year is not yet known. For planning purposes, SETA has included in the RFP an estimated amount that is based on the previous year's allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The estimated available funding by category for the 2018 CSBG RFP is as follows:

1. Forty percent (40%), or \$320,000, for Family Self-Sufficiency (FSS) services intended to stabilize in-crisis and vulnerable households in preparation for employment/training-based services through a Sacramento Works America's Job Center, and a pathway to self-sufficiency.
2. Forty percent (40%), or \$320,000, for Safety-Net (SN) services, one-time or limited services to households experiencing an economic shortfall.
3. Twenty percent (20%), or \$160,000, for Youth and Senior Support (YSS) services, which are comprehensive, case-managed support services that support homebound seniors wishing to maintain residence in their housing-of-choice, and that intervenes in the lives of youth expressing gang, pre-gang, reckless or criminal behavior.

SETA will target the most vulnerable populations in Sacramento County. For the 2018 program year, groups that will receive priority for services include low-income families, single parents with children 0-5, at-risk foster and adjudicated youth, homebound

PRESENTER: Julie Davis-Jaffe

ITEM III-A – ACTION (continued)
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seniors and disabled seniors, and homeless individuals and families, including homeless youth. Up to \$40,000 in YSS funding will be available to fund proposals targeting recidivism among previously arrested African American youth 14-17 years old.

The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2018 Fiscal Year that has been sent under separate cover.

The SETA Governing Board will consider approval of the CSBG RFP at its August 3, 2017 meeting. If approved, the CSBG RFP will be released on August 4, 2017, at 1:00 p.m.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2018 Fiscal Year.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A INFORMATION

GUEST SPEAKERS

BACKGROUND:

The following guests are scheduled to speak before the Community Action Board:

- Kindra Montgomery-Block – Black Child Legacy Project
- Ian Levin – Mack Road-Valley Hi Community Center Manager

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Marie Jachino DATE: June 9, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Fiscal Monitoring of Elk Grove Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,000	7/7/16-12/31/16	7/7/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 6/9/17

	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: Elk Grove Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG program from July 7, 2016 to December 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

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.