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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, July 11, 2018

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

- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the April 11, 2018 Meeting
- III. **Discussion/Action Item**
 - A. None

IV. Information Items

- A. SETA Community Action Board (CAB By-Laws, Tripartite Board, Sectors, and Membership Criteria)
- B. Program Operators Report – 1st Quarter
- C. Community Services Block Grant Fiscal Monitoring Report
 - My Sister's House
- D. Review of the Updated Community Action Board Manual

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, JULY 3, 2018

ITEM II CONSENT

APPROVAL OF MINUTES OF THE April 11, 2018 MEETING

BACKGROUND:

Attached are the minutes of the April 11, 2018 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF 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, April 11, 2018
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:09 a.m. The roll was called and a quorum was established.

Members Present:

Denise Nelson, Head Start Policy Council
Lisa Culp, Women's Empowerment
Genevieve Levy, Sacramento Food Bank and Family Services
Kenneth Tate, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Sam Starks, SMUD
Donna Mobley, United Way
Rivkah Sass, Sacramento Public Library Authority (arrived at 10: 28 a.m.)

Members Absent:

Anthony Garcia, Child Action, Inc.

II. **Consent Item**

A. Approval of Minutes of the March 14, 2018 Meeting

Minutes were reviewed; no questions or comments.

Roll call vote:

Moved/Starks, second/Dozier, to approve the March 14, 2018 minutes.

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

Abstentions: 2 (Culp and Mobley)

Absent: 2 (Garcia and Sass)

III. **Discussion/Action Item**

A. Approval of Recommendations to Reallocate Funds for Program Year 2018 Community Services Block Grant (CSBG)

Ms. Davis-Jaffe reported that staff received notice from Legal Services of Northern California and Voluntary Legal Services of Northern California that they would not be accepting the CSBG funding. Their insurance rates were extremely

high and they thought it would be inappropriate to accept the funding since the majority would go to insurance costs. The total funding between the two is \$54,000. Ms. Davis-Jaffe reviewed the original funding recommendations. The first recommendation is Option A is to fund Next Move which would give them a total of \$68,632. Option B is to fund Next Move for \$34,000 and WIND Youth for \$20,000. Option C is to provide Lao Family Community Development with additional funding with \$30,000 and Folsom Cordova for \$24,000.

The Governing Board will be meeting later this month to take action on this item.

Ms. Levy likes Option C; she works with both of those organizations and they fill the gaps that other organizations do not.

Ms. Nelson inquired why staff is recommending Option A? Ms. Davis-Jaffe replied that Option A was determined by original staff funding recommendations. If the other two agencies had not originally been approved for funding, Next Move would have been given funding.

Ms. Mobley said that there was nothing wrong with WIND and they just ran out of money? Ms. Davis-Jaffe replied yes; they were ranked third and we ran out of money funding #2 ranked organizations. Ms. Mobley thinks we should do everything we can to fund WIND. Ms. Mobley stated that we need to support homeless youth and when you have a group that is an expert, should try to support them. Mr. Tate agreed that it is important to deal with homelessness at a young age.

Ms. Dozier is concerned about the insurance issue. How are we going to fill the gap in services that Legal Services of Northern California and Voluntary Legal Services of Northern California provided? Is there a way to give a waiver of insurance to these organizations?

Mr. Roy Kim reviewed the insurance issues. In the communications with Voluntary Legal Services, they are a partner in the various career centers and will continue to provide services. There may be some reduction in service levels county wide.

Ms. Nelson asked what could be done to waive the insurance. Mr. Kim replied that it is a difficult situation; he thinks something could be done but they declined the funding.

Ms. Sass arrived at 10:28 am

Mr. Kim said the insurance payments would have been prohibitive. Mr. Kim explained that over the last year, there was an additional coverage, employment practices liability, required. Because the two organizations employ a lot of

attorneys, the attorneys do not have a good record with actuaries nationwide and insurance carriers are reluctant to provide that coverage for attorneys.

Ms. Culp stated that all of them are doing critical, important work. If one organization was not funded in one area, they may have been funded in another area. There are board members that read all of the proposals and ultimately came to a consensus with the ranking. She urged board members to consider the ranking; that is how the funding was determined.

Mr. Migge stated that Lao Family has been funded by EDD and does an excellent job. On a personal note, he is concerned by the lack of funding for the youth as well. He is leaning toward option B because he wants some of the funding to help the homeless youth.

The Board asked how much WIND received and Mr. Bonanno replied that they were funded under Family Self-Sufficiency (\$55,000) and Youth Services (\$33,500). The funding WIND is asking for is mostly for emergency services.

Mr. Kim stated that while WIND requested \$20,000, any pieces of the options are within the board's discretion. None of the recommendations preclude the board's option of making their own.

Ms. Nelson asked if there was another organization working with people with criminal convictions. Mr. Bonanno replied that when it comes to performing duties with criminal record expungement, Voluntary Legal Services is the big player in town. No one else receiving Safety Net service funds provide those services. Mr. Bonanno met with Vicki Jacobs and she said that DHA is a generous funder of those services. Voluntary Legal Services will continue to provide services but at a lower level. That is the nature of the CSBG funding anyway; we do not create programs, we leverage funding to expand existing services.

Mr. Starks stated he has been concerned that kids, especially homeless kids, are not getting serviced. There is a relationship between youth homelessness and crimes. Mr. Starks asked how can we better advocate for proposals that put the collaboration between partners to serve homeless kids. Another question is why did the two organizations not anticipate the insurance coverage? Mr. Kim replied that it was not sufficiently clear that a certain level of coverage would be required; it is a very specific type of insurance that would be required. It would have been cost prohibitive.

Mr. Bonanno spoke with Ms. Jacobs who said that she found very few insurance companies willing to cover their program; they were very surprised at the very high premiums.

Moved/Mobley, second/Culp, to recommend the reallocation of Safety Net funding to Next Move in the amount of \$34,000, and WIND Youth in the amount of \$20,000.

Roll Call Vote:

Aye: 8 (Culp, Dozier, Migge, Mobley, Nelson, Sass, Starks, Tate)

Nay: 1 (Levy)

Abstentions: 0

Absent: 1 (Garcia)

B. Development of Vision Statement

Ms. Davis-Jaffe reviewed the board item showing some possible vision statements. The purpose of this item is for the board to agree on one of the provided vision statements or develop a unique vision statement.

Mr. Tate stated that a lot of them have the word 'poverty' in it; poverty doesn't resonate with him. He likes "a community united to remove barriers so families can thrive". He likes the ones that do not include 'poverty' because this is not a third-world country.

Ms. Dozier feels strongly that the vision statement has to be aspirational, short sweet, and to the point. A lot of the families that SHRA serves have an annual income of \$13,000 so these are people that are really struggling. Even though poverty is negative, it is the reality of what we live with. Ms. Dozier wants something to the point and easy to remember.

Mr. Starks likes the idea of thriving. Our job is to make it perfectly clear and understandable what we are talking about.

Ms. Culp stated that she works with people that are homeless, and that implies a house. She would not like to use the word household. You can work full time, and not be able to afford housing in Sacramento. She likes focusing on the root causes of poverty such as interrupted education, teen pregnancy, generational poverty, childhood trauma, and domestic violence. Providing a bus pass or child care does not address root causes of poverty.

Mr. Bonanno stated that the root causes of poverty are very closely associated with the CSBG Act.

Moved/Sass, second/Culp, to approve the CAB Vision Statement: "A community united in the fight to end poverty."

Roll Call Vote:

Aye: 9 (Culp, Dozier, Levy, Migge, Mobley, Nelson, Sass, Starks, Tate)

Nay: 0

Abstentions: 0

Absent: 1 (Garcia)

IV. Information Items

- A. Community Services Block Grant Fiscal Report: Ms. Davis-Jaffe reported that staff will provide a fiscal report and program report monthly. Staff received notification from state office that funding for the year will be \$1,743,146 million. The second quarter allocation has been authorized for spending. Current expenditures as of March 31, 2018 are \$257,608.51.
- B. Community Services Block Grant Program Report: Ms. Davis-Jaffe reviewed the report that is provided by the service providers. All service providers are moving forward and staff provide technical assistance as needed. Mr. Bonanno stated that the quarterly report will be provided at the May meeting which will provide an overview of the performance of the service providers.

Mr. Bonanno stated that as part of our standards of operation, satisfaction surveys will be distributed using Survey Monkey. All customers with an e-mail address will be sent a five-question survey asking to rate their overall experience. Staff is hoping to have the first quarter responses back by the June meeting. This report will assist board members to know what is going on at the service provider level.

Mr. Tate asked what the State is doing with the data collected from the Household Characteristics Intake Form. Mr. Bonanno replied that the statistics go to our national partners. The intake form is required for everyone receiving services. They will develop profiles of the average CSBG recipient is, what services are provided, etc. The information is provided to legislators that decide on the amount of funding allocated to CSBG. There is a lot of effort at the Congressional level to reauthorize CSBG at a higher amount. It is hoped to raise the CSBG grant to \$750 million for the country. There is a lot of support across the nation.

V. Reports to the Board

- A. Chair: Ms. Nelson reported that City Council District 7 will be recruiting 1,100 youth for summer internship programs.
- B. Executive Director: No report.
- C. Program Manager: Ms. Davis Jaffe thanked the board members that were able to attend the state monitoring meeting; it was very helpful to have the CAB members present. It was great to show the monitor about the engagement of the CAB members. The state monitor will provide a report on the outcomes of the monitoring visit.

Ms. Davis-Jaffe reported that there are two vacancies on the board: one in the public sector and one in the low income sector. Ms. Davis-Jaffe asked for board members to consider possible board members to fill the vacancies. Mr. Bonanno

reviewed the various ways that people are chosen to serve on the CAB. There is a process where the Governing Board requests an organization in a high priority of services and then the organization chooses the best person as the representative.

- D. Members of the Board: No questions.
- E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:37 a.m.

ITEM IV – A INFORMATION
SETA COMMUNITY ACTION BOARD (CAB) BY-LAWS
TRIPARTITE BOARD, SECTORS AND MEMBERSHIP CRITERIA

BACKGROUND:

All public entities that receive Community Services Block Grant (CSBG) funding are required by the State of California to adhere to a set of national organizational standards that govern most aspects of public agency operations. Among them is the category of “Board Governance,” defining the structure and membership criteria for a Community Action Board (CAB), and is based on federal and state law governing the use of CSBG funds. Organizational Standard 5.8 declares the following:

“Tripartite board/advisory members have been provided with training on their duties and responsibilities within the past 2 years.”

It has been over two years since most CAB members have been provided with training on their duties and responsibilities to SETA, the community, and fellow board members. Staff will begin a regular series of brief trainings based on curriculum from national community action agency associations, state and federal law, and the SETA CAB By-Laws, at today’s and upcoming CAB meetings.

Today’s training will encompass CAB membership criteria mentioned in the most recent SETA CSBG monitoring report observations, the purpose of a tripartite board and the CAB’s responsibility to recruit new members as necessary to maintain a 12-member board.

ITEM IV- B INFORMATION

PROGRAM OPERATOR REPORT – 1ST QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 1st Quarter of the 2018 program year.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Community Action Board

Delegate Agency Expenditures Report Through March 31, 2018

First Quarter

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Department of Health and Human Services - YSS (Seniors)
Elk Grove Food Bank - SN
Folsom Cordova Community Partnership - FSS
Folsom Cordova Community Partnership - SN
Health Education Council - YSS (Youth)
International Rescue Committee - FSS
La Familia Counseling Center - YSS (Youth)
Lao Family Community Development - SN
My Sister's House - SN
Next Move Sacramento - FSS

EXPENDITURES		
2018 BUDGET	Expended Through 1st Qtr.	Percent Expended
\$16,500	\$0	0%
\$20,000	\$5,920	30%
\$55,000	\$11,739	21%
\$25,000	\$5,669	23%
\$40,000	\$0	0%
\$64,998	\$0	0%
\$55,000	\$10,973	20%
\$25,000	\$2,966	12%
\$34,100	\$4,869	14%
\$59,582	\$4,699	8%

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Next Move Sacramento/Francis House - SN
River City Food Bank - SN
Saint John's Program for Real Change - FSS
South County Services - SN
The Salvation Army - SN
Volunteers of America - SN
Waking the Village - FSS
Waking the Village - YSS (Youth)
WIND Youth Services - FSS
WIND Youth Services - YSS (Youth)

EXPENDITURES		
2018 BUDGET	Expended Through 1st Qtr.	Percent Expended
\$14,632	\$10,667	73%
\$37,000	\$0	0%
\$25,420	\$0	0%
\$27,768	\$1,088	4%
\$60,500	\$0	0%
\$22,000	\$0	0%
\$60,000	\$11,531	19%
\$45,000	\$6,189	14%
\$55,000	\$19,705	36%
\$33,500	\$2,523	8%

**Community Services Block Grant
Delegate Agency Report Through March 31, 2018
First Quarter**

Family Self-Sufficiency	Enrollments				Employed				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Folsom Cordova Comm. Partnership	30	18	21	100+%	15	3	8	100+%	
International Rescue Committee	75	20	2	10%	45	5	1	20%	
Next Move Sacramento	150	40	30	75%	135	34	5	15%	
Saint John's Program for Real Change	21	5	32	100+%	5	1	4	100+%	
Waking the Village	24	12	20	100+%	24	6	0	0%	
WIND Youth Services	35	7	30	100+%	26	5	4	80%	

Youth and Senior Supports	Enrollments				Service Goals				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Department of Health and Human Services - (Seniors)	14	8	13	100+%	14	8	13	100+%	Goal: Maintaining Independent Living
Health Education Council - (Youth)	50	15	4	27%	30	10	0	0%	Goal: No Recidivating Arrest Event for 90 Days
La Familia Counseling Center - (Youth)	40	15	18	100+%	34	13	8	62%	Goal: Decrease At-Risk Behaviors/Truancy
Waking the Village - (Youth)	30	10	8	80%	30	10	7	70%	Goal: Increase Wellness and Self-Sufficiency
WIND Youth Services - (Youth)	50	10	19	100+%	30	5	10	100+%	Goal: Decrease At-Risk Behaviors/Increase Resilience and Independence

**Community Services Block Grant
Delegate Agency Report Through March 31, 2018
First Quarter**

SAFETY-NET	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	86	333	333	86	26%												
Folsom Cordova Community Partnership	159	250	62	0	0%	2	1	0	0%	6	1	2	100+ %	5	1	3	100+ %
Lao Family Community Development	7					6	2	2	100%	50	13	1	8%	15	4	1	25%
My Sister's House	8					54	13	5	38%	35	9	5	56%				
Next Move Sacramento	28	25	25	0	0%	2	2	0	0%	2	2	0	0%	34	34	28	82%
River City Food Bank	1,207	2912	778	1207	100+ %												
South County Services	9	321	1	1	100%	22	1	1	100%	58	7	7	100%				
The Salvation Army	27					150	35	13	37%	134	25	12	48%	28	10	2	20%
Volunteers of America	16	40	10	1	10%	18	4	1	25%	9	2	4	100+ %	40	10	9	90%

ITEM IV - C 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: Ms. Nilda Valmores **DATE:** April 5, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Desk review of My Sister’s House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,100	1/1/17-12/31/17	7/1/17-12/31/17

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final** **X**
Date of review: 4/4/18

	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: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG program from July 1, 2017 to December 31, 2017. 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 IV – D INFORMATION

REVIEW OF THE UPDATED COMMUNITY ACTION BOARD MANUAL

BACKGROUND:

The Community Action Board (CAB) Orientation Manual was last updated in March 2017. Besides being a visual aid during the orientation of new board members, the manual was also intended to be a resource for all CAB members, and included information on the history of Community Action and the roles, responsibilities and structure of the CAB. The Orientation Manual also included the authority (federal and state laws), that established the role of the CAB, and the by-laws by which it is governed.

The newly updated Community Action Board Manual has been renamed to prioritize its purpose as an on-going resource for CAB members to use outside of CAB meetings. Additional resources added the updated manual include, the CAB Vision Statement, an expanded History of Community Action, expanded sections describing the purpose and goals of the CAB, a copy of the 2018 SETA CSBG budget describing intended expenditures for the program year, and a page of links to CAB training videos and other tools and resources available from national Community Action Agency associations the Community Action Partnership (CAP) and the National Association for State Community Service Programs (NASCSPP).

Staff will review with the full CAB.

Presenter: Julie Davis-Jaffe