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**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, July 10, 2019

**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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

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

**Consent Item**

A. Approval of Minutes of the June 12, 2019 Regular Meeting 1-5

**III. Action/Discussion Items**

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2020 Program Year (Julie Davis-Jaffe) 6-8

**IV. Information Items**

None

**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: FRIDAY, JUNE 28, 2019**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 12, 2019 MEETING

BACKGROUND:

Attached are the minutes of the June 12, 2019 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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, June 12, 2019  
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:04 a.m. The roll was called and a quorum was established.

#### Members Present:

Denise Nelson, Chair, Head Start Policy Council  
Donald Migge, California Community Credit Union  
Yamilka Estrella, Head Start Policy Council  
Shay Smith, Alternate, Sacramento Food Bank and Family Services  
Sam Starks, SMUD  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Lisa Culp, Women's Empowerment (arrived at 10:09 a.m.)  
Rivkah Sass, Sacramento Public Library Authority (arrived at 10:13 a.m.)

#### Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)  
Lydia Scott, Mutual Assistance Network  
Anthony Garcia, Vice Chair, Child Action, Inc.

#### **Service Provider Presentations:**

- **Elk Grove Food Bank: Ms. Renee West, Support Works Manager:** Ms. West provided a packet of information outlining services provided by the Elk Grove Food Bank. This organization has been around for 44 years. There are a lot of people in the community that are unemployed, homeless, and homeless foster youth. In addition to providing food in Elk Grove, they have 16 mobile locations. There are two full-time staff and some part-time workers and they are greatly assisted by local volunteers. The fastest growing population in need is seniors. There is a great need to provide services to seniors. In addition to food, they also provide services by paying for SMUD and phone bills, so they connect people with supportive services. The Elk Grove Soroptomist club has a Helping Hands program that provides \$300 support per woman aged 55 and older. Ms. West expressed appreciation for the funds received from SETA.

Mr. Starks asked if they have connected with someone from SMUD and Ms. West replied that they use custom billing and have talked with their seniors about various SMUD programs. Mr. Starks stated that he will provide information to assist the food bank.

Ms. Dozier asked how the homeless individuals were served; are they mobile or do they come to the facility? Ms. West replied that the homeless customers do visit their facility and there is an intake process. They also connect the customers to the Homeless Action Resource Team (HART). Local churches also provide resources including showers.

- Waking the Village: Mazelle Lolmaugh, House Director/Operations Manager: Ms. Lolmaugh thanked the board for supporting the work they do. They provide services to homeless and pregnant youth. They have a number of programs including a child development center that provides services to their customers and the community. They are fierce in their belief that all youth need guidance into the transition to adulthood. Some of their beliefs are:
  - ◆ People need homes, not shelter
  - ◆ Residents need what we all need; a home that provides encouragement, tradition and love. We all need to be whole.
  - ◆ Those that have been through difficulty know the best way out.
  - ◆ Aim High! Waking the Village does not define success as a minimum wage job and a diploma; that is the recipe for a second-class future.
  - ◆ All need to partake of beauty and adventure to make yourself whole. Make sure every client experiences beauty and awe. Relationship and community are sacred.

Ms. Lolmaugh stated that their clients are youth in transition; some are welcome to make use of the services available and others are learning to trust again. They partner with the Department of Human Assistance and Capitol Stars helps to serve more clients.

Waking the Village youth were introduced:

Nathan: Nathan stated that he is in the program. It is important to him because if it were not for the program he would be on the street. This program has shown that he can choose his family and has helped him to achieve his dream. He is going to college and now has a job.

Tiffany Gold: Tiffany said that at the age of 15, she was an unaccompanied minor and was homeless by 17. Tiffany is now working at Waking the Village since January; they are her family since she has none. Experiencing homelessness is traumatic and very difficult.

## **II. Consent Item**

### **A. Approval of Minutes of the May 29, 2019 Special Meeting**

Mr. Migge noted a correction to the minutes, top of page 4; 2010 should be 2020.

Moved/Culp, second/Migge, to approve the minutes as corrected.

Roll call vote:

Aye: 7 (Culp, Estrella, Migge, Nelson, Sass, Smith, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Garcia and Scott; Ms. Dozier out of the room during the vote)

### **III. Action/Discussion Items**

#### **A. Discussion of Program Year 2020-2021 Request for Proposals**

Ms. Davis-Jaffe stated that the board has requested input on the development of the Request for Proposals. The RFP will be brought before the board in July and staff is seeking input on reflecting the CAB's focus on historical and systemic challenges to social equity.

Mr. Starks asked if the CAB's recommendation on the Community Action Plan was provided to the Governing Board and Ms. Davis-Jaffe replied that it was. She received several e-mails and was able to develop a statement to be included in the Community Action Plan.

Staff is working on a survey for the Community Action Partnership and one of the items being reviewed includes the Community Action Board's racial equity work; this goes into a lot of detail regarding the work being done in Sacramento County. They are looking for equity respect, community, caring, and opportunity for all.

Mr. Migge stated that it would be easier to review the draft RFP. He asked to review something and he can then provide recommendations on where to put the points. Ms. Davis-Jaffe replied that staff took the statements that put emphasis on the systemic change the board wants in the community. Mr. Migge replied that the statement covers the feeling but the statement has to be included in the RFP where the providers will see it.

Ms. Estrella asked if the providers will be able to make a pledge that they are taking the board's direction seriously? Ms. Davis-Jaffe replied that when service providers address the RFP and answer questions, staff and the evaluation committee makes sure who is answering the questions most appropriately. If they do not answer the question, it will affect the points they earn.

Ms. Dozier asked if there were an allocation of points in the RFP and if there is, is there some way to ensure they are taking our recommendation to heart. Ms. Davis-Jaffe replied that there is a point structure in every area. Ms. Dozier stated that she would like to see the draft RFP to see how heavily it is weighted or if there are bonus points.

Mr. Starks said that it a good start. Structures were created based on racial, gender, etc., bias. Because these structures are still in place, anything that

follows is irrevocably changed and inequitable. When talking about systemic problems, the systemic problems are partially due to the way our society is ordered. A radical reordering of some of the institutions is in order.

IV. **Information Items**: None.

V. **Reports to the Board**

- A. Chair: Ms. Nelson thanked and welcomed all of the new board members.
- B. Executive Director: Ms. Kossick thanked the board for their input on the RFP. She also welcomed Ms. Nelson back to the board.
- C. Program Manager: Ms. Davis-Jaffe welcomed Ms. Nelson back and thanked the board for their input. The CAP was approved by the Governing Board and will be submitted to the CSD later today.
- D. Members of the Board: Ms. Culp thanked Mr. Garcia for filling in during Ms. Nelson's absence; Ms. Davis-Jaffe also thanked Mr. Migge for his service as chair as well.
- E. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 10:45 a.m.

## ITEM III-A – ACTION

### APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2020 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 (CAP) 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.

At the May 29, 2019 Community Action Board (CAB) Meeting, the CAB approved the CAP but recommended that a statement be included regarding institutional barriers faced by certain segments of the population. As a result, the following paragraph was included in the CAP:

SETA's Community Action Board emphasizes that recognition of historical, systemic issues and barriers (such as racial, gender, and other class-based divisions) require attention to address matters of inequity and successful social empowerment. Such a focus is critical to long standing stabilization and change for all families, a goal which is central to community action. Recognition of these systemic issues and barriers, and defined agency responses to address them, will be incorporated into future programs receiving CSBG funding to serve Sacramento County.

On June 6, 2019, the SETA Governing Board approved the 2020/2021 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 2020 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 \$845,000 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 2020 CSBG RFP is as follows:

1. Thirty-nine percent (39%), or \$330,000, 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. Thirty-nine percent (39%), or \$330,000, for Safety-Net (SN) services, one-time or limited services to households experiencing an economic shortfall.
3. Twenty-two percent (22%), or \$185,000, 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 2020 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 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 aged 14-17 years.

The RFP is being sent under separate cover. For the Board's consideration are three versions of the Response section of the Request for Proposals. The three options present the issue of institutional inequities at different points in the Responses. Staff requests that the CAB review these options and approve one option or a combination of options for inclusion in the final draft of the RFP.

**Option #1** embeds this issue across multiple questions. There are advantages to embedding the issue throughout the responses; by so doing, the applicant can see how historic barriers may impact the entire proposal. However, it runs the risk of being overshadowed by the main question proposed in each category. If applicants run out of room in the one page allotted to them for each question, they may omit this issue from their response with unclear ramifications regarding their score. Option #1 also allows the greatest latitude for interpretation by proposal reviewers.

- **Option #2** places the issue in a separate question and requires separate attention by both applicant and proposal reviewer. A specific number of points are assigned to this question. It is the most specific of the three options in terms of points assigned, is clearer for applicants and reviewers and limits the latitude for interpretation by proposal reviewers.
- **Option #3** combines Options #1 and #2 by embedding the issue across multiple questions as well as requiring a separate response covering the issue.

ITEM III-A – ACTION (continued)  
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The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's Community Action Plan is outlined in the draft CSBG Request for Proposals (RFP) for the 2020 Program Year that has been sent under separate cover. The draft RFP reflects Option #2 in the document; however, other language may be inserted based on the action taken by the CAB.

The SETA Governing Board will consider approval of the CSBG RFP at its August 1, 2019 meeting. If approved, the CSBG RFP will be released on August 2, 2019, at 1:00 p.m.

RECOMMENDATIONS:

1. Approve Option #2 described above to be included in the RFP.
2. Approve the CSBG Request for Proposals for the 2020 Program Year.

## 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.