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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 14, 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.

AGENDA

PAGE NUMBER

I. Call to Order/Roll Call

- ✓ **Introduction of New Member:** Dominique Espinosa, Mutual Housing California

II. Consent Item

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A. Chair

B. Executive Director

C. Program Manager

D. Members of the Board

E. Public

VI. **Adjournment**

DISTRIBUTION DATE: MONDAY, AUGUST 5, 2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 10, 2019 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the July 10, 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, July 10, 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
Lydia Scott, Mutual Assistance Network
Donald Migge, California Community Credit Union
Yamilka Estrella, Head Start Policy Council
Shay Smith, Alternate, Sacramento Food Bank and Family Services
Anthony Garcia, Vice Chair, Child Action, Inc.
Lisa Culp, Women's Empowerment
Rivkah Sass, Sacramento Public Library Authority
Sam Starks, SMUD (arrived at 10:13 a.m.)

Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)
LaShelle Dozier, Sacramento Housing & Redevelopment Agency

Others Present:

Paul Stanbrough, Alternate, California Community Credit Union

II. **Consent Item**

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

The minutes were reviewed; no questions or corrections.

Moved/Sass, second/Culp, to approve the June 12, 2019 minutes.

Roll call vote:

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

Nay: 0

Abstentions: 1 (Garcia)

Absent: 2 (Dozier, Starks)

III. Action/Discussion Items

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2020 Program Year

Ms. Julie Davis-Jaffe reviewed the draft CSBG Request for Proposals for program year 2020. Three options of the response section were provided for consideration. The three options present the issue of institutional inequities at different points. The three options are:

- ◆ **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 is 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.

Ms. Davis-Jaffe stated that staff is recommending Option #2. Once approval is received, the Governing Board will take action at their August 1 meeting with distribution to the public on August 2.

Mr. Migge likes having the issue focused in one place; if it is spread out, it would be too difficult to score. 10 points can be a good spread.

Moved/Migge, second/Culp, to approve the release of the Community Services Block Grant Request for Proposals for Program Year 2020 with Option #2.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 2 (Dozier, Starks)

Mr. Starks arrived at 10:13 a.m.

IV. **Information Items:** None.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that Sacramento City Unified School District returned a number of Head Start and Early Head Start slots to the SETA as the grantee. These slots have been distributed around the county. There are six new centers that were opened on Monday. These centers will be physically on SCUSD campuses. SETA has hired 82 people to assist in the staffing of these new centers.

C. Program Manager: Ms. Davis-Jaffe thanked the CAB for the discussion around the development of the RFP. The Point-in-Time (PIT) Count is available through Sacramento Steps Forward. The PIT report provides information on the homeless numbers and needs. She provided cards for the Tri-county Job Fair which will be held in August.

D. Members of the Board: No report.

E. Public: None.

VI. **Adjournment:** The meeting was adjourned at 10:16 a.m.

ITEM III-A – ACTION

ELECTION OF OFFICERS TO THE COMMUNITY ACTION BOARD

BACKGROUND:

In accordance with the Community Action Board (CAB) Bylaws, “. . . officers shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer” (p. 15, CAB Bylaws).

Due to the retirement of the CAB’s long-standing chair, a new chairperson must be elected from current CAB members. If a CAB member who currently serves as an officer is elected as the CAB Chair, that will create a new officer vacancy which will also need to be filled through an election. These roles will be effective until the January meeting, when officers will be elected according to the Bylaws.

RECOMMENDATION:

Conduct an election to select a new CAB Chair and any other officer vacancies which will be effective until the next regularly scheduled January election, consistent with the CAB Bylaws.

PRESENTER: Julie Davis-Jaffe

ITEM IV- A - INFORMATION

DELEGATE AGENCY REPORTS – 2nd QUARTER

BACKGROUND:

Attached for your information are the CSBG Delegate Agency reports with program and fiscal data through the 2nd Quarter of the 2019 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant
Delegate Agency Expenditures Second Quarter Report Through June 30, 2019**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCY	2019 BUDGET	Expended Through 2nd Qtr.	% Expended	DELEGATE AGENCY	2019 BUDGET	Expended Through 2nd Qtr.	% Expended
Department of Health and Human Services - Seniors (YSS)	\$16,500	\$6,307	38%	Next Move - Francis House (SN)	\$48,632	\$18,181	37%
Elk Grove Food Bank (SN)	\$20,000	\$12,775	64%	River City Food Bank (SN)	\$37,000	\$22,400	61%
Folsom Cordova Community Partnership (FSS)	\$55,000	\$19,124	35%	South County Services (SN)	\$27,768	\$10,246	37%
Folsom Cordova Community Partnership (SN)	\$25,000	\$10,305	41%	The Salvation Army (SN)	\$60,500	\$22,227	37%
International Rescue Committee (FSS)	\$64,998	\$3,490	5%	Volunteers of America (SN)	\$22,000	\$13,801	63%
La Familia Counseling Center - Youth (YSS)	\$55,000	\$18,319	33%	Waking the Village (FSS)	\$60,000	\$32,039	53%
Lao Family Community Development (SN)	\$40,905	\$16,435	40%	Waking the Village (YSS)	\$63,500	\$16,505	26%
My Sister's House (SN)	\$34,100	\$4,927	14%	WIND Youth Services (FSS)	\$55,000	\$27,762	51%
St. John's Program for Real Change (FSS)	\$25,420	\$9,282	37%	WIND Youth Services (SN)	\$20,000	\$8,349	42%
St. John's Program for Real Change (YSS)	\$40,000	\$5,228	13%	WIND Youth Services (YSS)	\$43,500	\$5,924	14%
Next Move Sacramento (FSS)	\$59,582	\$20,699	35%				

Definitions: Family Self-Sufficiency (FSS); Youth and Senior Support (YSS); Safety-Net (SN)

**Community Services Block Grant Delegate Agency Report
Second Quarter through June 30, 2019**

Family Self-Sufficiency	Enrollments						Employed in 2019				Employed 180 Days in 2019			
	Annual Goal	YTD Goal	Carry-overs	2019 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
Folsom Cordova Community Partnership	30	17	7	19	26	100%+	10	5	7	100%+	10	5	5	100%
International Rescue Committee	75	40	40	36	76	100%+	30	0	30	100%+	30	0	26	100%+
Next Move Sacramento	60	30	12	54	66	100%+	121	61	24	39%	121	61	3	5%
Saint John's Program for Real Change	21	13	17	15	32	100%+	5	2	5	100%+	5	2	2	100%
Waking the Village	24	15	17	1	18	100%+	20	12	1	8%	20	12	1	8%
Wind Youth Services	35	15	22	10	32	100%+	18	7	4	57%	30	11	2	18%

Definitions

Annual Goal: Delegate Agency Projected Goals for 2019

YTD Goal: Delegate Agency Projected Goals January 1 - June 30, 2019

Carryovers: Clients Enrolled in 2018 With Whom the Delegate Agency Continues to Work in 2019

2019 New Enrollments: Clients Newly Enrolled in 2019

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**** Bold columns indicate year-to-date customers served (YTD Goal) and percent of goal achieved (YTD Rate)**

**Community Services Block Grant Delegate Agency Report
Second Quarter through June 30, 2019**

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2019 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Department of Health and Human Services (Seniors)	14	11	11	4	15	100%+	14	11	15	100%+	Goal: Senior 65+ maintains housing of choice
La Familia Counseling Center (Youth)	40	20	13	15	28	100%+	34	16	12	75%	Goal: Youth decrease at-risk behaviors/increase school attendance
Saint John's Program for Change (Youth)	168	84	49	37	86	100%+	118	79	79	100%	Goal: Youth increase levels of economic stability, wellness and self-sufficiency
Waking the Village (Youth)	30	15	17	1	18	100%+	30	11	15	100%+	Goal: Youth increase levels of economic stability, wellness and self-sufficiency
WIND Youth Services (Youth)	60	25	10	6	16	64%	30	11	16	100%+	Goal: Youth decrease at-risk behaviors/increase resilience & Independence

Definitions

Annual Goal: Delegate Agency Projected Goals for 2019

YTD Goal: Delegate Agency Projected Goals January 1 - June 30, 2019

Carryovers: Clients Enrolled in 2018 With Whom the Delegate Agency Continues to Work in 2019

New 2019 Enrollments: Clients Newly Enrolled in 2019

YTD Actual: Carryovers + New 2019 Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments (YTD Actual vs. YTD Goal)

**** Bold columns indicate year-to-date customers served (YTD Goal) and percent of goal achieved (YTD Rate)**

**Community Services Block Grant
Delegate Agency Report Through June 30, 2019
Second 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	434	333	333	434	100%+												
Folsom Cordova Community Partnership	195	225	127	153	100%+	2	1	1	100%	6	3	5	100%+				
Lao Family Community Development	34					20	10	10	100%	15	8	5	63%	24	12	14	100%+
My Sister's House	25					38	20	18	90%	29	9	11	100%+				
Next Move Sacramento	31	83	50	24	48%	8	4	5	100%+	7	4	0	0%	90	45	25	55%
River City Food Bank	2,490	2,912	1525	2,490	100%+												
South County Services	121	321	160	89	56%	22	10	9	90%	58	28	13	46%				
The Salvation Army	139					150	70	65	93%	134	60	64	100%+	28	15	12	80%
Volunteers of America	90	40	20	19	95%	16	8	12	100%	12	4	9	100%+	44	20	39	100%+
WIND Youth Services	128	200	100	97	97%	2	1	0	0%	10	4	0	0%				

** Bold columns indicate year-to-date customers served (YTD Goal) and percent of goal achieved (YTD Rate)

**Community Services Block Grant
Delegate Agency Report Through June 30, 2019
Second Quarter**

SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																
Folsom Cordova Comm. Partnership	4	2	1	50%	150	80	80	100%+	120	60	88	100%+	26	13	0	0%
Lao Family Community Development	22	12	1	8%					20	8	9	100%+				
My Sister's House																
Next Move Sacramento					120	60	22	37%	4	2	1	50%				
River City Food Bank																
South County Services					36	18	23	100%+								
The Salvation Army																
Volunteers of America					80	40	78	100%+								
WIND Youth Services					200	100	57	57%								

** Bold columns indicate year-to-date customers served (YTD Goal) and percent of goal achieved (YTD Rate)

ITEM IV- B INFORMATION

ORGANIZATIONAL STANDARD 8.3

BACKGROUND:

Organizational Standard 8.3 states, "The department's tripartite board/advisory body is notified of the availability of the local government audit." The June 30, 2018 SETA fiscal audit is currently available for public viewing on the SETA website (www.seta.net) under the Public Information section. The audit for the fiscal year ending June 30, 2019 is currently underway and will be finalized in November.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

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.