



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, January 13, 2021

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/85986299011?pwd=M3V4U1liYWVUZkpYTFhIM0tpdFBIZz09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this Special meeting on Zoom at <https://us02web.zoom.us/j/85986299011?pwd=M3V4U1liYWVUZkpYTFhIM0tpdFBIZz09>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID: 859 8629 9011; Passcode: 564337; One tap mobile: +16699006833,,85986299011# US (San Jose). Find your local number: <https://us02web.zoom.us/u/kdAoji6AyM>. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the CAB, and included in the record.

Closed captioning will be available. 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**
- II. **Consent Item**
 - A. Approval of Minutes of the November 9, 2020 Special Meeting 1-4

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

III. **Action/Discussion Item:** None.

IV. **Information Items**

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| A. | Community Services Block Grant Provider Presentations | 5 |
| | ▪ La Familia | |
| | ▪ Rose Family | |
| | ▪ Women's Empowerment | |
| | ▪ The Salvation Army | |
| B. | Community Services Block Grant Fiscal Monitoring Reports | 6-10 |
| | ▪ Folsom Cordova Community Partnership | |
| | ▪ LaFamilia Counseling Center | |
| C. | Review of the CSBG Program Year 2021 Budget | 11 |

V. **Reports to the Board** 12

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

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, JANUARY 6, 2021

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE
2020**

BOARD MEMBER	Represented Sector	1/8	2/12	3/11	4/15*	5/20*	6/10	7/8	8/12	9/9	10/26*	11/9*	12/9	# of meetings attended
Wajma (1/8) Arghandiwal	Low Income Sector	X	X	X	X	A	X	X	X		X	RESIGNED 11/9		
Lisa Culp	Private Sector	RESIGNED 1/8/20												
LaShelle Dozier	Public Sector	X	A	X	X	X	X	X	X		X	A		8
Dominique Espinosa (8/1)	Low Income Sector	A	A	A	X	X	X	A	X		X	X		6
Anthony Garcia	Public Sector	X	X	A	X	A	A	X	A		X	X		6
Kristin (9/18/19) Gibbons	Public Sector	X	A	X	A	X	X	X	A		X	X		7
Alma Leiva (1/8)	Low Income Sector	A	X	A	X	X	REMOVED FROM PC 5/26							
Genevieve Levy	Private Sector	AP	X	AP	AP	X	X	X	X		AP	A		9
Jara Lindgren (7/1)	Low Income Sector							X	X		AP	AP		4
Donald Migge	Private Sector	X	X	X	X	X	X	X	X		X	X		10
Antoine Montgomery	Low Income Sector	X	X	X	A	RESIGNED 5/19								
Jon Rango (2/6)	Private Sector		X	X	X	X	X	X	X		A	A		7
Rivkah Sass	Public Sector	X	A	A	X	A	X	X	A		X	A		5
Sam Starks	Public Sector	X	X	X	A	X	A	X	X		X	X		8
Fienishia Wash (5/19)	Low Income Sector					X	X	X	X		X	X		6

*Special meeting

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 9, 2020 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the November 9, 2020 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Electronic meeting

Monday, November 9, 2020
10:00 a.m.

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

Mr. Garcia called the meeting to order at 10:04 a.m. The roll was called and a quorum was established.

Members Present:

Anthony Garcia, Chair; Child Action, Inc.
Dominique Espinosa, Vice Chair; Mutual Housing California
Fienishia Wash, Head Start Policy Council
Henrietta Gutierrez, alternate, Head Start Policy Council
Donald Migge, California Community Credit Union
Kristin Gibbons, County Department of Human Assistance
Sam Starks, SMUD

Members Absent:

Jon Rango, Boys and Girls Club of Greater Sacramento
Genevieve Levy, Sacramento Food Bank and Family Services
Jara Lindgren, Head Start Policy Council (alternate present)
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Rivkah Sass, Sacramento Public Library Authority

II. **Consent Item**

A. Approval of Minutes of the October 26, 2020 Special Meeting

The minutes were reviewed, no questions or corrections.

Moved/Migge, second/Espinosa, to approve the October 26, 2020 minutes

Roll call vote:

Aye: 7 (Espinosa, Garcia, Gibbons, Gutierrez, Migge, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: (Dozier, Levy, Rango, Sass)

III. **Action/Discussion Item**

A. Approval of Community Services Block Grant Delegate Agency Funding Extension Recommendations for Program Year 2021

Ms. Davis-Jaffe reviewed the funding recommendations. SETA's estimated planning allocation for Program Year (PY) 2021 is \$1,821,879. After setting aside funds for program staffing, direct customer supports and administrative costs, staff recommends allocating \$999,000 for CSBG direct services provided by contracted partners. The CAB will go through the RFP process in 2021.

All providers went through program and fiscal monitoring. All were satisfactory in their services, and some went above their contracted goals. Staff ask that the funding be contingent upon their continued good performance.

Mr. Garcia asked if providers have new ways of providing services. Ms. Davis-Jaffe replied that the providers were able to figure out ways to provide services remotely. Staff have been working diligently with the service providers.

Mr. Garcia asked if staff is using new methods to support providers. Ms. Davis-Jaffe replied that staff is providing services with more technology in the form of Zoom meetings and conference calls. We have been able to interact with agencies more and share documents. There is more time available to work with the service providers since there is no travel time. The CSBG staff are small but mighty and have been receiving great support from our State agency as well.

Moved/Espinosa, second/Starks, to approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts, with the following stipulation: Staff recommendations are contingent upon continuing levels of program performance throughout the 4th quarter of PY2020.

Roll call vote:

Aye: 7 (Espinosa, Garcia, Gibbons, Gutierrez, Migge, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: (Dozier, Levy, Rango, Sass)

IV. Information Items

- A. Program Operator Report – 3rd Quarter: Ms. Davis-Jaffe reviewed the report ending September 30. All agencies have indicated that they will expend all of their funds by the end of December. The requests for food have been very high. The eviction avoidance and off-site motel requests were also key areas that were needed. Most of the providers are at or above their enrollment showing a great need for services.

Ms. Espinosa asked if the board could see the validity of the administrative fees. Ms. Davis-Jaffe replied that most funding sources have between 7.5-10% administrative costs. With the funding source before us, \$300,000 was put into the job center system to allow the support from them.

Mr. Kim stated that staff can provide a financial report that has additional breakdowns of administrative and program support costs. Mr. Garcia replied that it would be helpful for board members to see the breakdown between administrative and program costs. Mr. Kim stated that one distinction is that administrative costs (HR, payroll, IT, Executive functions) generally runs around 10-12%; often what people overlook is program functions including monitoring. Staff will provide detail to make it clear how the funds are allocated.

V. Reports to the Board

- A. Chair: Mr. Garcia thanked the service providers for their hard work during these trying times. Child Action has found it difficult not to sit with their clients; it has been a struggle.
- B. Executive Director: Ms. Kossick wished everyone a Happy Thanksgiving. SETA is planning to slowly re-open our early learning centers in early January with hopes that all centers will be open by April. The school districts will open as they see fit. Staff continue to provide services remotely. SETA has a contract with the City to assist city residents affected by COVID. Ms. Kossick asked board members to let her know if they know businesses hiring. The COVID money needs to be spent by the end of December.
- C. Program Manager: Ms. Davis-Jaffe notified the board that the CSBG team had a CARES training last week. Contracts are being finalized to ensure services are provided in a timely manner. With the CARES act recommendation approved by the Governing Board, Mutual Assistance Network was funded; this means that Ms. Arghandiwal will no longer be on the board. There is now a vacancy in the 'low income sector' on the board. Ms. Davis-Jaffe thanked Ms. Arghandiwal for her outstanding service on the board.

Ms. Davis-Jaffe thanked the board, community members, and staff for moving the funding forward so quickly. Everyone is working hard to ensure the community is being served.

Ms. Davis-Jaffe thanked Ms. Gutierrez, Policy Council alternate, for attending the meeting today.

- D. Members of the Board: Mr. Starks stated that there will be a 'come to Jesus' in 2021 with people dealing with issues for non-payment of rent.
- E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:28 a.m.

ITEM IV- A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATIONS

BACKGROUND:

The following service providers will give presentations of their programs and services.

- La Familia
- Rose Family
- Women's Empowerment
- The Salvation Army

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. Robert Sanger **DATE:** November 18, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$64,563	1/1/20 - 12/31/20	1/1/20 - 6/30/20
CSBG	Safety Net	\$56,508	1/1/20 - 12/31/20	1/1/20 - 6/30/20
WIOA	Adult	\$213,750	7/1/19 - 6/30/20	2/1/20 - 6/30/20
WIOA	Dislocated Worker	\$71,250	7/1/19 - 6/30/20	2/1/20 - 6/30/20
WIOA	Out-of-School Youth	\$164,947	7/1/19 - 6/30/20	2/1/20 - 6/30/20

Monitoring Purpose: Initial Follow-up Special Final
Date of review: August 31, 2020
Follow Up: 9/23 & 9/28

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliations	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA for the CSBG and WIOA programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** November 18, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$ 181,981	7/1/19 - 6/30/20	7/1/19 – 6/30/20
WIOA	AD/BIC	\$ 206,910	7/1/19 - 6/30/20	7/1/19 – 6/30/20
WIOA	DW/BIC	\$ 51,727	7/1/19 - 6/30/20	7/1/19 – 6/30/20
CSBG	YSS	\$ 60,000	1/1/20 – 12/31/20	1/1/20 – 6/30/20
WIOA	P2E	\$ 62,819	11/1/19 – 5/1/21	11/1/19 – 6/30/20
CSBG	YSS	\$ 55,000	1/1/19 – 12/31/19	1/1/19 – 12/31/19

Monitoring Purpose: Initial X Follow-Up Special Final X

Date of review: August 28, 2020
Follow up: 8/26, 9/9, 9/10, 9/22, 9/25, 9/28, 10/5, 10/6, 10/9

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		NA		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		NA		
12	Equipment Records		NA		

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIOA and CSBG have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION

REVIEW OF THE CSBG PROGRAM YEAR 2021 BUDGET

BACKGROUND:

This item will provide an opportunity for staff to review the 2021 CSBG budget and answer any questions from CAB Members.

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.