



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
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Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, December 14, 2005

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd.
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 November 16, 2005 Special Meeting
- III. **Action Item**
 - 1. **TIMED ITEM: 10:00 A.M. and Public Hearing:** Approval of Modifications to the Community Action Board Bylaws
- IV. **Information Items:** None.

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

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, DECEMBER 7, 2005

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 16, 2005 MEETING

BACKGROUND:

Attached are the minutes of the November 16, 2005 special board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes as submitted.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, November 16, 2005
8:30 a.m.

I. **Call to Order/Roll Call:** Ms. Mitchell called the meeting to order at 8:37 a.m.

Members Present:

Mary Benson, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
Janet Foster, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
John Healey, California Emergency Foodlink
Bert Bettis, County Department of Health and Human Services
Barbara Clare, Galt Chamber of Commerce

II. **Consent Item**

B. Approval of Minutes of the August 24, 2005 and October 12, 2005 Meetings

The minutes were reviewed. There were no questions or corrections.

Moved/Lehman, second/Albright, to approve the minutes as distributed.
Voice Vote: Unanimous approval.

IV. **Action Items**

1. **TIMED ITEM: 9:00 A.M. and Public Hearing:** Approval of Modifications to the Community Action Board Bylaws: No action taken on this item.

2. Election of Vice-Chair

Mr. Albright nominated Starine Reese to serve as vice chair.

Moved/Albright, second/Clare, to elect Starine Reese as vice chair.
Voice Vote: Unanimous approval.

V. **Information Items**

1. Newspaper articles: No comments.

2. Community Services Block Grant Fiscal Reports: No comments.

III. Public Hearing – Presentation of Proposals by Bidders

Mr. Victor Bonanno reported that SETA received 39 proposals in response to the Request for Proposals. A reading team, consisting of SETA staff and a staff member from the Department of Human Assistance, reviewed the proposals. There were 14 proposals submitted under “safety net” and 25 proposals under the “self sufficiency category”, with \$758,500 available to be allocated. The board agreed that half of the allocated funds would go to safety net programs and the remaining would go to self sufficiency. Some proposal recommendations come with stipulations that would make their funding contingent upon them.

Ms. Mitchell stated that in the past, the funding was split 60/40. The goal of CSBG is to move families to self sufficiency. As they move toward self sufficiency, if there is not a safety net to tide them over, it does not help the families. They need the safety net to keep them going. SETA as a safety net provider recognized a huge increase of people seeking out emergency services.

Speakers before the Board:

1. Mental Health Association: Donna Reynolds
2. In-Alliance: No show.
3. Paratransit: JD Culver.
4. Voluntary Legal Services: Vickie Jacobs
5. Legal Center for the Elderly and Disabled: No show.
6. Sacramento Area Emergency Housing: Mark Worth
7. Nor Cal Center on Deafness: No show.
8. City of Sacramento, RRR Day Care Program: Stephanie Wilson
9. Daren Maeda: Will be speaking later.
10. Galt Community Concilio: Mary Lou Powers
11. Salvation Army: Captain John Breckenridge
12. Sacramento Child Advocates: Robert Wilson
13. Waking the Village: Bridget Alexander
14. Francis House, Sacramento: Gregory Bunker, Executive Director.
15. Transitional Living and Community Services: Mary Nakamura
16. Transitional Living and Community Services SRO: Scott Becker
17. Legal Services of Northern California: Ann Fleanor
18. County of Sacramento, Department of Human Assistance: Katherine DeYoung
19. UCC Incorporated: No show.
20. Visions Unlimited Senior Program: Roleda Bates
21. Visions Unlimited: Helena Mosley
22. Stanford Home for Children: Eric
23. Child Abuse Prevention Council: No show.
24. Life Skills for Youth: Lorna Powell
25. Asian Resources: Connie Torres

26. Sacramento County Department of Health and Human Services: Mary Horton
27. LaFamilia Counseling Center: Oralia Bermudez

Break from 10:20 until 10:31 a.m.

28. Travelers Aid: Elnor Tilson
29. St. John Shelter for Women and Children: Mary Ellen Ferguson
- 30 & 31. WIND Youth Services: Bob Ekstrom
32. My Sister's House: No show
33. Sacramento Chinese Community Services Center: Henry Kloczkowski
34. Elk Grove Unified School District: Kim Parker
36. Sacramento Cottage Housing: Robert Tobin
37. Greater Sacramento Urban League: Cinnamon Ratley
38. Meadowview Community Action, Priscilla Smith
39. Chemical Dependence Center for Women: No show.
35. Sacramento Self-Help Housing: John Foley
9. Linkage to Education: Daren Maeda

Took a break at 11:15 a.m. to 12:07 p.m.

3. Approval of Community Service Block Grant Funding Recommendations for Fiscal Year 2006

Safety Net Services: Special Opportunity.

Staff was asked why Salvation Army was chosen as opposed to the other programs. Mr. Bonanno stated that these services are currently provided by SETA. Services provided include emergency food, emergency transportation, emergency transitional shelter, and utility assistance. Staff receives 20-40 calls a day requesting these services. We provide not only the money/services but also provide the guidance to families to get the additional resources that they need.

SETA decided to take the entire process and the funding and offer it through an RFP to another agency. In looking at Special Opportunities proposals, SETA wanted to make sure that: 1) the program had the experience to handle this volume of traffic; 2) make sure the program had a large enough infrastructure to make the services available every day; 3) make sure it was a group that made services available county wide; and 4) make sure that the program was not broken up into smaller components.

Salvation Army 'filled the bill' for the services. The readers scored a proposal slightly higher but the program was not willing to take ALL of the services needed.

Information will be provided to the community that services will be provided by Salvation Army. Salvation Army wants to provide a seamless transition of services to ensure no one is left out. Info Line is the first source line of services.

Mr. Bonanno stated that most of the services that are provided to clients are 'once in a lifetime' services. New people are always being served. SETA staff may visit with Salvation Army staff to show them how we provide services to ensure that there will be a seamless method of services.

Family Self-Sufficiency: Homeless Families

Both of the programs that submitted proposals have a track record with SETA and provide services well. Mr. Healey asked why both of the proposals being recommended for funding when they are ranked third place. Mr. Bonanno stated that the proposal was broken down into component parts this year. Staff was better able to screen and evaluate the proposals that were received. Many of the agencies have 'boiler plate' proposals that were just 'plugged' into the new format. Only one program actually adhered to the different RFP components that were expected.

Safety Net Services

Mr. Bonanno stated that, in response to the CAB's interest of having new programs, there are four new programs recommended for funding.

The Salvation Army has a funding stipulation recommending that they use this funding toward any special staffing needed for the special opportunity program.

Mr. Bonanno spoke of an issue with the Travelers Aid proposal that will appear before the Governing Board on 11/21. The program was not aware of the mandatory attendance of the offeror's conference due to a staff error. Travelers Aid submitted a proposal and will be considered for funding unless the Governing Board decides otherwise. If the Governing Board does not approve the review of Travelers Aid's proposal, additional dollars may be available for the other programs.

Moved/Healy, second/Albright, to reduce safety net funding recommendation for Salvation Army by \$3,000 and move to Francis House.

Roll Call Vote: Aye: 6 (Albright, Benson, Foster, Healey, Lehman, Reese), Nay: 4 (Bettis, Clare, Nelson, Mitchell), Abstentions: 0

Ms. Lehman is concerned that My Sister's House being forced to include everyone will dilute the program. This program is foremost for Asian/Pacific Islander women. Mr. Bonanno said that there are several components in their program. The outreach component is the safety net program which should be

open to all. Ms. Mitchell asked if part of the stipulation is due to non discrimination. Ms. Sherwood Green said that it is important that no one be turned away per CSBG guidelines. My Sister's House stated in its proposal that all ethnicities would be served.

Family Self Sufficiency: Youth Services

The proposals recommended for funding were reviewed. Last year, Sacramento Chinese Community Services Center and WIND Youth Services had discrepancies in their monitoring reports. The problems have been corrected. The problems were looked at as a substantial problem. There was concern expressed that there is a drastic cut in funding for the Sacramento Chinese Community Services Center. Mr. Bonanno stated that this program had problems, and they did not have full enrollment.

Family Self-Sufficiency: Seniors/Disabled

Mr. Bonanno reviewed Transitional Living and Community Support and stated that that there were some flaws in their proposal. Progress for the families is measured using the old family development matrix design rather than the National Performance Indicators.

Mr. Healey stated that he was interested in funding Triple R Adult Day program. He stated that if the CAB lowered the funding on each program by 10%, it would not be enough to fund another program.

Moved/Albright, second/Healey, to take the funds from Paratransit and redirect it to other programs.

Mr. Albright stated that the purpose of this motion is because Paratransit has other sources of funding. Funding is available through Regional Transit and Paratransit does not go after it. Ms. Bettis stated that next to housing, transportation is one of the greatest needs for seniors.

There was discussion regarding asking Paratransit what sources of funding they have pursued. Ms. Reese stated that the CAB should discuss this situation with Paratransit and find out why they have not gone out for other funding. Mr. Albright stated that this is the third time he has brought it up and wants to know why Paratransit has not provided the information.

Ms. Mitchell suggested that \$34,000 be set aside and that the CAB should deal with this issue later.

Mr. Albright wants Paratransit to prove that there are no other funding sources available to them.

Roll Call Vote: Aye: 4 (Albright, Healey, Lehman, Nelson), Nay: 6 (Benson, Bettis, Clare, Foster, Reese, Mitchell), Abstentions: 0

Moved/Lehman, second/Nelson, to remove \$34,000 from Paratransit and split the funding between NorCal Center on Deafness and Triple R Adult Day program.

Roll Call Vote: Aye: 4 (Albright, Healey, Lehman, Nelson), Nay: 6 (Benson, Bettis, Clare, Foster, Reese, Mitchell), Abstentions: 0

Ms. Mitchell suggested that for the next funding cycle, proposers answer questions regarding other available funding sources that they have so that we can find out what other options are available. Ms. Sherwood-Green stated that this information is included in the proposals but there is no narrative requirement to describe an agency's leveraged funds. Mr. Bonanno suggested that a question be asked in the RFP, "What applications have you submitted for additional funding? Have they been applied for, and, if so, were you funded?" This information will be provided to board members in the future.

Mr. Healey asked that the following questions be added: Can you provide services for less funding? What would happen if there is no funding? Are there other programs that provide services similar to what you provide?

Ms. Bettis suggested that we ask Paratransit what other funds are available and ask that they provide this information to staff. Ms. Mitchell asked if it would be appropriate to ask Paratransit to make a verbal presentation about what they are doing. Ms. Benson stated that when programs present their proposals to the CAB, that is the time that we have to ask questions from these programs. We should have asked those questions earlier.

Moved/Bettis, second/Lehman, to approve the funding recommendations under the Family Self Sufficiency category for youth and seniors/disabled.

Roll Call Vote: Aye: 9, Nay 1 (Albright), Abstentions: 0

Moved/Healey, second/Benson, to approve the funding recommendations under the Safety Net category, including change in funding for Francis House.

Roll Call Vote: Aye: 9, Nay 1 (Albright), Abstentions: 0

Moved/Nelson, second/Clare, to recommend the following programs for funding should additional funding be received: NorCal Center on Deafness, Sacramento Chinese Community Service Center, Stanford Home, and Triple R Adult Day program (in alphabetical order).

Roll Call Vote: Aye: 10, Nay: 0, Abstentions: 0

Moved/Mitchell, second/Reese, to approve the allocation of \$30,000 for Daren Maeda as a SETA consultant.

Voice Vote: Unanimous approval.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Members of the Board: No report.
- D. Public: No comments.

VII. Adjournment: Meeting adjourned at 2:40 p.m.

ITEM III-A – ACTION

TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE COMMUNITY ACTION BOARD

BACKGROUND:

The Community Action Board bylaws were last revised January 19, 1989.

Attached for your review is a copy of proposed revisions to the bylaws. Additions are indicated by **red** and deletions are indicated by ~~strikethrough~~. Many of the modifications are to reflect the current usage of Robert's Rules of Order. In addition, the following changes are proposed:

1. The recruitment procedure of Low Income Sector representatives has been changed to reflect new federal guidance recommending that low income representatives are also qualified, low income individuals.
2. Private Sector and Low Income sector organizations occur every three years, commencing in February, 2006.
3. Organizations will be permitted to elect no more than two members to the CAB.

Legal Counsel has reviewed these modifications.

RECOMMENDATION:

Hear any additional testimony and approve the amendments to the Community Action Board Bylaws as attached.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
COMMUNITY ACTION BOARD
BYLAWS

Preamble

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and ~~the County of Sacramento~~^{the County of Sacramento}. It has been formed to administer a variety of human services programs.

SETA is governed by a Joint Powers Authority ~~that (JPA) which~~ is comprised of two Sacramento City Council members, two members of the Sacramento County Board of Supervisors and one individual mutually appointed by both the City and County. The Joint Powers Authority, or “~~SETA Governing Board~~”^{SETA Governing Board}, is the policy-making body of the Agency and all items affecting the Agency must be presented to the ~~SETA Governing Board~~^{SETA Governing Board} for deliberation and final action.

In accordance with the Joint Powers Agreement, the SETA Governing Board may create under it a Community Action Board composed of public officials, representatives of private organizations and ~~low income individuals.~~^{low income individuals.} ~~of the poor.~~

The SETA Community Action Board is established as an advisory body to the ~~SETA Governing Board~~^{SETA Governing Board}. Generally, the Community Action Program has the goals of enabling low income families, and low income individuals of all ages, to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

The ~~Community Action~~^{Community Action} Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the ~~Community Action~~^{Community Action} Board’s own composition. Each member of the ~~Community Action~~^{Community Action} Board has vital talents, experience, contacts and resources to offer.

Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interest of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low income individuals and their representatives ~~of the poor~~ are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the **Community Action** Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs—and the positive effects those programs can have on the community.

Representatives of the private sector provide good decision-making capabilities. They normally have business management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the **Community Action** Board by representing the remainder of the community.

The Community Action Board is entrusted with a mission, to make the entire community respond to the needs and interests of **low income individuals and families**. ~~the poor~~. This is to be accomplished by mobilization of resources and getting greater institutional sensitivity, or understanding with the community.

Article I Community Action Board

1.1 General Composition

The Community Action Board shall be composed of twelve (12) members, with four (4) members representing each of three (3) constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low

Income Sector, or ~~representatives of the~~ **low-income individuals and representatives residing poor residents** within the **Community Action Program** jurisdiction.

1.2 Target Areas

SETA has identified six (6) low income target areas in Sacramento County based upon geographic locations and population data. The target areas are identified as follows:

1) North Central

Includes communities of: Alkali Flat, Rio Linda/Elverta, Robla, East Del Paso, Del Paso, Strawberry Manor and Northgate/Gardenland.

2) South Central

Includes communities of: Central City, City Farms, Oak Park, Freeport Manor, Woodbine, Glen Elder and Meadowview.

3) Citrus Heights

4) North Highlands

5) South Sacramento

Includes all unincorporated low income communities geographically located in the southern portion of the county.

6) Rancho Cordova

Representatives of the low income sector must reside within one of the designated target

areas. In appointing organizations to representing the private sector and the low-income sector on the Community Action Board, the SETA Governing Board shall attempt to appoint organizations housed within the six (6) designated target areas.

1.3 Public Officials

The four (4) public officials shall be elected public officials currently holding office or their representatives, except that if the SETA Governing Board determines that there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to represent public officials.

1.4 Private Sector Representatives

The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the SETA Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.

1.5 Low Income Sector Representatives

The four (4) low income sector members of the Community Action Board shall be ~~representatives of the poor~~ low income individuals residing in one of the target areas and shall be democratically elected by groups which represent the interests of low income persons with final designation determined by the SETA Governing Board. Lists of organizations representative of low income persons shall be compiled and maintained by the SETA Governing Board and updated as necessary for future selection purposes.

Article II Board Selection Procedures

2.1 Designation of Public Officials

The SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointed public officials to serve on the Community Action Board. Whether elected or appointed, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

If an elected public official is selected to serve on the Community Action Board, that official may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointed, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

2.2 Representation of the Private Sector

The SETA Governing Board, in February ~~October~~ of **every third** each-year **commencing in 2006**, shall consider the names of ~~at least ten (10)~~ private organizations **identified on** ~~from~~ the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations ~~that which~~ are well suited toward providing support and guidance to the Community Action Board in its effort to actualize **Community Action Program** goals. Private organizations shall be selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate **up to** four (4) organizations, each of which shall select a member **or**

members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of ~~Upon~~ designation, ~~the~~ each designated private sector organization shall select a member ~~or members~~ who is resident of the appropriate area to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.

2.3 Private Sector Selection Criteria

Criteria for selection of private sector organizations includes the following:

- A. The organization must be from any of the following six (6) categories:
 - Business/Industry
 - Labor
 - Religious groups
 - Private welfare/social services agencies
 - Private educational institutions
 - Other major groups or interests in the community as determined by the SETA Governing Board

- B. The organization may be located anywhere in the Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.

- C. When the number of qualified private sector ~~or~~ organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may choose ~~not~~ to reappoint private sector organizations, with an emphasis on replacing private organizations that ~~which~~ have been represented on the Community Action Board for three (3) years ~~one (1) year~~ or more so that the

opportunity to participate will be shared equitably among all interested, qualified ~~private~~ organizations.

2.4 Representation of the ~~Low Income Sector~~ ~~Poor~~

To qualify for election, an individual must be low income as defined in the federal poverty guidelines and must reside in one of the low income target areas identified in Section 1.2 of these bylaws. Only qualified, low income individuals elected by an organization identified in Section 1.5 of these bylaws shall be eligible for election.

The SETA Governing Board, ~~in February of every third year commencing in 2006, in October of each year,~~ shall ~~consider the names of low income~~ ~~review the names of~~ organizations ~~identified on the list mentioned in Section 1.5 as appropriate~~ for designation. The SETA Governing Board shall ensure that in the selection process of the low income residents, each of the low income target areas identified in Section 1.2 are adequately represented.

When low income population data is made available by the Bureau of the Census, low income target areas shall be redrawn by the SETA Governing Board if necessary to achieve proportionate representation.

At a public meeting and via the democratic process, the SETA Governing Board will appoint ~~up to~~ four (4) low income organizations to select a member ~~or members to serve on the Community Action Board~~. ~~No low income organization shall be designated to select more than two (2) members to serve on the Community Action Board~~. Upon designation, each low income organization shall democratically elect an ~~individual or individuals~~ ~~member~~, who is/~~are~~ a resident of the appropriate low income ~~target area district~~, to serve on the Community Action Board as a representative of low income persons who reside in the same ~~target area district~~. Each organization shall elect an alternate representative ~~for each member elected~~ at the same time. The ~~elected~~

representatives ~~and alternates must need not~~ be low income individuals themselves, ~~must reside in a target area, but need not necessarily reside in the same target area., however they must adequately represent the interest of low income persons.~~

2.5 Low Income Sector Organization Selection Criteria

Criteria for the selection of the representatives of the poor will include the following:

- A. The organization must represent a specific target area;
- B. In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- C. The organization must have a membership or constituency which is comprised of at least 51% low income persons.
- D. When the number of qualified low income sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the low income sector (which is four), the SETA Governing Board may choose not to reappoint organizations which have been represented on the **Community Action** Board for **three (3) years** ~~one (1) year~~ or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

2.6 Selection of Organizations and Members

The SETA Governing Board shall select organizations **at its February meeting every three (3) years commencing in 2006** ~~at its December meeting each year~~. Within thirty

(30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.

2.7 Seating of Members

New members filling a vacancy ~~occurring during part of an unfinished term~~ shall be seated at the first regular meeting of the Community Action Board immediately subsequent to selection by the applicable organization, ~~and shall only serve the remainder of the unfinished term unless reappointed for an additional term. All other members shall be seated at the January meeting of the Community Action Board.~~

2.8 Term

Each Community Action Board membership shall be for a term of ~~one (1)~~ **three (3)** years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private **or low-income** organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.

Article III Membership Petition Procedure

3.1 Membership Petition Procedure

Any group representing a target area served by the **Community Action Program** which considers itself to be inadequately represented on the Community Action Board may file a request with SETA for adequate representation. The SETA Governing Board shall make a determination with respect to the request.

Should this request be granted, the requesting organization may be added to the **Community Action Board** membership at **a regular meeting of** the SETA Governing Board **when designations of organizations are being considered**~~'s December meeting~~ or when a vacancy otherwise occurs as a substitution for the organization previously seated in that position. Any substitution must ensure the existence of a balanced, tripartite structure.

Article IV Removal/Attendance

4.1 Removal

If a private sector or low-income sector member or alternate ceases to be a resident of **a** ~~the~~ target area ~~s/he~~ represents, and/or a representative of the organization by whom that person was elected, such individual shall be deemed to have resigned as a member of the Community Action Board. A member may be removed by the SETA Governing Board for any of the following reasons:

- A. Excessive absences as defined in the Community Action Board Bylaws;
- B. Undertaking illegal activities while in the performance of functions as a SETA Community Action Board member;
- C. Conflict of Interest as defined by applicable Federal and State laws and administrative regulations and SETA policies.

Public officials may be removed from the Community Action Board at any time at the discretion of the SETA Governing Board.

4.2 Attendance

If a Community Action Board member is absent from three (3) regular **Community Action** Board meetings or meetings (whether regular, special or emergency) where funding recommendations are scheduled to be made, the member shall be deemed to have resigned as a member of the Community Action Board. Attendance by an alternate, except as to public officials as identified in Article II, Section 2.1, shall not be deemed to be attended by the member.

4.3 Vacancies

Any vacancy occurring on the Community Action Board shall be filled by an alternate, upon consent of the alternate, or otherwise at the earliest possible date by the applicable organization utilizing the selection criteria as outlined in these Bylaws. If an alternate fills such a vacancy, the organization which appointed the alternate shall appoint an individual to fill the vacancy created by the alternate becoming a member. If an organization selected by the SETA Governing Board to represent either the private sector or the low-income sector fails to select an individual to serve as a member and an individual to serve as an alternate of the Community Action Board for a period of thirty (30) days from **designation** ~~selection~~ by the SETA Governing Board, or after a vacancy otherwise exists because of removal or resignation, that organization shall be deemed to have resigned as an organization to be represented on the Community Action Board. In that event, a new organization shall be selected by the SETA Governing Board to fill the unexpired term pursuant to the selection provisions of these Bylaws.

4.4 Alternates

Each stated private sector and low-income sector organization represented on the Community Action Board shall select an alternate, which person shall meet the **same** membership eligibility requirements **provided for in these bylaws** ~~as its representative~~.

An Alternate may attend any regular, special, emergency, or committee meeting in the

place of the member, and shall have full authority to act in the member's place, with the exception that said alternate shall not be entitled to act as an officer of the Community Action Board.

4.5 Familiarity With SETA Documents

Each member and each alternate of the Community Action Board shall be provided with the following documents and be familiar with them; the SETA Joint Powers Agreement; the SETA Mission Statement, **the SETA Community Action Plan** and any other policies, regulations, or laws which affect the SETA Community Action Program.

4.6 Code of Conduct

Each member and each alternate of the Community Action Board:

- A. Shall not pursue private or personal interests while carrying out public responsibilities of the Community Action Board;
- B. Shall not in any way carry on individual activities or duties of the Community Action Board which have not been especially authorized by the Community Action Board, by the Board Chairperson, or by the Board Committee Chairperson;
- C. Shall not interfere with the directives of the SETA Governing Board and/or with staff members in the performance of such directives.

Article V Meetings and Rules

5.1 Regular Meetings

Except as hereinafter provided, the regular meetings of the Community Action Board shall be held on the second Wednesday of each month at 10:00 a.m. The place of the meeting shall be provided in the notice of the meeting.

5.2 Special Meetings

Special meetings of the Community Action Board may be called (a) by the Chairperson of the Community Action Board, or (b) the Secretary-Treasurer of the Community Action Board upon the written request of the majority of the Board members or (c) by the directive of the SETA Governing Board.

5.3 Meeting Notice

Written notice of the regular meetings of the Community Action Board shall be given to each Board member at least five (5) days before the date of the meeting.

5.4 Quorum

A Quorum of the Community Action Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate in the absence of a member shall be counted in determining a quorum. Any action of the Community Action Board must have a vote of a majority of the members present at any meeting at which there is a quorum, except as may be otherwise provided by law, by the Joint Powers Agreement establishing SETA, or by these Bylaws. If a quorum is not present at any meeting of the Community Action Board, the Board may sit as a committee but no official Board action may be taken.

5.5 Conduct of Meetings

The Community Action Board shall abide by the Rules of Procedure adopted by the SETA Governing Board for the conduct of its meetings.

5.6 Public Meetings

All meetings of the Community Action Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

5.7 Proxy Votes

Proxy votes shall not be permitted in any vote in any meeting of the Community Action Board or committee thereof.

5.8 Conflict of Interest

Every Community Action Board member shall avoid personal financial conflict of interest and the appearance of conflict of interest. A Community Action Board member who is the representative of an organization that has a proposal before the Community Action Board shall abstain from any participation, including voting, regarding his/her organization's proposal. No ~~person member of the Community Action Board~~ may sit on the **Community Action** Board who is an officer, director or employee of any organization contracting to perform a component of a **SETA/Community Action Board** work program, except that this requirement shall not apply to Public Officials should SETA contract with his/her jurisdiction. This shall also apply if a member of his/her family is employed by, or has a substantial interest in, the organization requesting funds. No employee of SETA may serve on the Community Action Board, and no Federal or State employee may serve on the Board in a capacity ~~that~~ ~~which~~ will require him/her to act as an agent of or as an attorney for SETA in its dealings with any Federal or State Agency. All Community Action Board members are subject to the SETA Conflict of Interest Code.

5.9 Minutes

Minutes of all regular, special and emergency Community Action Board meetings shall be recorded and transcribed by SETA staff. Included in the minutes will be a record of

votes on all motions. Minutes of each meeting will be transmitted to the Community Action Board five (5) days in advance of each subsequent regular meeting; or, in the case of special meetings, twenty four (24) hours in advance of such meetings. The minutes of all Community Action Board meetings shall be available for public inspection.

5.10 Compensation and Reimbursement

Compensation for service on the Community Action Board and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.

Article VI Officers

6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chairperson, Vice-Chairperson, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. ~~No person shall hold the same office for more than two full consecutive terms.~~ Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

6.2 Chairperson

The Chairperson shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chairperson shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chairperson shall appoint committee members in accordance with Article VII, herein. The Chairperson shall represent the Community Action Board to the SETA Governing Board and to the community. The Chairperson shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chairperson shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

6.3 Vice Chairperson

The Vice Chairperson shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chairperson may from time to time delegate. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson. The Vice Chairperson shall succeed to the office of the Chairperson in the event of death, resignation, or removal from office of the Chairperson.

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

Article VII Committees

7.1 Standing Committees

The standing committee of the Community Action Board shall be the Executive Committee. With the exception of the emergency matters, the actions of the Executive Committee are subject to the approval of the Community Action Board, unless waived by the Board.

7.2 Executive Committee

The Executive Committee shall consist of the officers of the Community Action Board. The Executive Committee shall act on behalf of the Community Action Board only in the case of emergency matters arising during the intervals between Board meetings. The first item of business to be taken up at such a meeting will be the question: "Is the matter an emergency requiring action by the Executive Committee?" The Executive Committee shall not act on behalf of the Community Action Board in emergency matters if a special meeting of the Board may be convened. The affirmative vote of not less than a majority of a quorum of the Executive Committee shall be necessary for the adoption of the resolution or the taking of any other action by the Committee.

7.3 Special Committees

There shall be such special committees, called ad hoc committees, as the Community Action Board or Board Chairperson may establish from time to time.

7.4 Composition

All special committees shall be constituted as follows: One-third (1/3) of the committee members shall be Public Official representatives; one-third (1/3) of the committee members shall be Private Sector representatives; and at least one-third (1/2) of the committee members shall be Low-Income Sector representatives. In the absence of a member, an alternate may serve on a committee with full privileges and voting rights.

7.5 Committee Quorum

A quorum for any committee, shall consist of a majority of its members.

Article VIII Amendments

8.1 Procedure

To amend these Bylaws the following procedure shall be followed:

- A. Proposed amendment(s) shall be mailed to members of the Community Action Board at least five (5) days prior to their reading at a Community Action Board meeting. A two-thirds (2/3) vote of the members present and voting shall pass the amendment(s).
- B. Any amendment(s) to the proposed amendments(s) shall follow the same procedure as the original amendment(s).

8.2 Approval by SETA Governing Board

Amendments to these Bylaws shall only take effect upon approval of the SETA Governing Board. Once approved, an amendment shall be immediately effective.

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 Director's Report also allows the opportunity for the Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. 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.

D. 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.