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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, January 10, 2018

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assistance Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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B. Executive Director
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VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 3, 2018

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 8, 2017 MEETING

BACKGROUND:

Attached are the minutes of the November 8, 2017 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

COMMUNITY ACTION BOARD

Minutes/Synopsis

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

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

Wednesday, November 8, 2017
10:00 a.m.

I. Call to Order/Roll Call

Ms. Nelson called the meeting to order at 10:05 a.m. The roll was called and a quorum was established.

Members Present:

Donald Migge, California Community Credit Union
Genevieve Levy, Sacramento Food Bank and Family Services
Anthony Garcia, Child Action, Inc.
Kenneth Tate, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Sam Starks, SMUD
Denise Nelson, Head Start Policy Council

Members Absent:

Rivkah Sass, Sacramento Public Library Authority
Lisa Culp, Women's Empowerment
Donna Mobley, United Way

- ♦ Introduction of New Member: Mr. Kenneth Tate, Chair of the Head Start Policy Council, was welcomed to the board.

II. Consent Item

A. Approval of Minutes of the July 12, 2017 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Starks, to approve the July 12, 2017 minutes.

Roll call vote:

Aye: 7 (Dozier, Garcia, Levy, Migge, Nelson, Starks, Tate)

Nay: 0

Abstentions: 0

Absent: 3 (Culp, Mobley, Sass)

III. Action Item

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

Ms. Julie Davis-Jaffe reviewed the staff funding recommendations. There were three CAB members participating in the reading and scoring process. Twenty-one programs are being recommended for funding including two new providers: Health Education Council and International Rescue Committee. The SETA Governing Board will consider the funding recommendations at their December 7 meeting.

Mr. Starks inquired about the evaluation process including the special project to eliminate recidivism for African American youth. This particular area had been discussed over the past year. Mr. Starks suggested in the next RFP to include some wording about African American recidivism within the five bullets in the evaluation process. He would recommend in the future that the evaluation process include language to focus those applying for the grant, especially the proposals impacting young people; it must be focused.

Ms. Davis-Jaffe stated that of the two proposals received for this category, one applicant ranked 4. Based on their scoring criteria, they were not considered for funding. Mr. Starks stated that there are organizations in the community doing great work.

Ms. Dozier asked if the Health Education Council was one of the two proposals submitted under the Youth and Senior Support area? Ms. Davis-Jaffe replied that this is a group working with African American youth. The Children's Receiving Home submitted a proposal but was not funded. Ms. Dozier asked for information on the Health Education Council. Mr. Bonanno replied that this organization goes into the detention centers and works with youth to be released within six months. This was not our original intent but we appreciate that these were youth that had served time. The Children's Receiving Home's proposal was focused on working with their own population and foster youth. In this age group, it would have amounted to two additional staff working with the population.

Ms. Dozier asked about the funding for South County Services and why they were funded even though they fell below the bar. Was geographic need a reason they were funded? Ms. Davis-Jaffe replied that this program serves Galt and the Delta region; no other group has proposed to serve that community. Staff recommended funding them so they can continue to serve this community. Ms. Dozier inquired why they scored so low and Mr. Bonanno replied that they asked for safety net funding to provide a wide variety of services that typically fall under other service categories. Their proposal was not as responsive to the RFP as we would have liked.

Mr. Garcia stated that one problem he ran into was that a proposer's effectiveness was not shown in the actual write-up they presented. As much as the team wanted to give points, it had to stick with the structure in spite of knowledge that some of the proposers were doing outstanding work.

Ms. Nelson stated that it was a struggle as this was her first time on the reading committee; she judged the proposals by what they submit in writing, not with her prior knowledge.

Ms. Levy asked if there was a proposers' conference; she stated that she knows from writing grants that there are things that are said in those conferences that staff want to know. It is important for all potential proposers to attend the conferences.

Mr. Starks stated that it is on the board to craft the RFP that we want; we have the research submitted by staff and our job as board members is how to achieve those goals. He wants to bring the African American issue into focus in the next bidders' conference. Perhaps the board can come up with another way to review the proposals in a more unique way.

Mr. Bonanno stated that there is a standardized method to evaluate proposals the same way. Each of the readers have some latitude as to how they understand what is written but there is not a lot of latitude as to how procurement is done. Ms. Nelson said Mr. Bonanno provided an excellent training for the readers so the evaluation of the proposals was done equally across the board.

Ms. Nelson suggested that perhaps before the next procurement the CAB have meetings on how to reach out to groups.

Moved/Starks, second/Migge, to approve staff funding recommendations for the Program Year 2018 Community Services Block Grant.

Roll call vote:

Aye: 7 (Dozier, Garcia, Levy, Migge, Nelson, Starks, Tate)

Nay: 0

Abstentions: 0

Absent: 3 (Culp, Mobley, Sass)

IV. Information Items

A. Program Operator Reports – Third Quarter

This reflects the end of the third quarter; hopefully the programs will be fully expended by December, 2017.

B. Fiscal Monitoring Reports: Ms. Davis-Jaffe reported that all of the reports reflect that operators are in good standing.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the members that participated in the reading team.
- C. Program Manager: Ms. Davis-Jaffe also thanked the board for their participation and great conversation. Currently SETA is in the process of relocating the Rancho Cordova Job Center. The Mather Center will be provided with job coaching and other services.
- D. Members of the Board: None.
- E. Public: None.

VI. Adjournment: The meeting was adjourned at 10:42 a.m.

ITEM III-A – ACTION

APPROVAL OF STRATEGIC PLAN DEVELOPMENT

BACKGROUND:

On September 14, 2016, the Community Action Board (CAB) approved a committee to develop a strategic plan of anti-poverty strategies intended to maintain vulnerable target groups in safe and nurturing environments, provide a safety-net of vital emergency services for in-crisis households, and to provide for services likely leading impoverished households on a path to self-sufficiency.

Although the committee has made some progress in identifying proposed target groups, such as children ages 0-5 with single moms and African American youth ages 10-17, no strategic plan document has been completed. The State of California, Department of Community Services and Development (CSD) has approved a waiver on the timeline to complete the CAB development of a strategic plan. Although CSD has not issued a final deadline on the strategic plan, every Community Action Agency must have one to meet Organizational Standards, so continued efforts should be made to complete this required document.

RECOMMENDATION:

Approve the following staff recommendations:

1. Dissolve the current Strategic Plan committee.
2. Engage the full Board in the Strategic Planning process at each regularly scheduled CAB meeting in 2018.
3. Follow a coordinated plan to develop key strategic plan components. A sample plan follows.

PRESENTER: Julie Davis-Jaffe

CAB STRATEGIC PLANNING

Plan Components Sample

Countywide (Community Assessment)

- Vision – (EXAMPLE - 1) “A Community that Mitigates the Effects of Poverty on Families and Breaks the Cycle of Poverty for Employment-Age Adults and Youth”
- Vision – (EXAMPLE - 2) “Breaking the Cycle of Poverty”
- Mission - (APPROVED) – “To Coordinate a Community Response to Address the Root Causes of Poverty in Sacramento County”

Geographic Target Areas

- “Pockets of Poverty” County Distribution Diagram
- Existing Target Area Initiatives
 - a. Promise Zone ZIP Codes
 - b. RAACD Site Areas
 - c. Poverty/Extreme Poverty Mapping of Sacramento County
- Target Area Partnering Opportunities
 - a. RAACD
 - b. Promise Zones
- Service Delivery Siting

Target Groups

- Children 0-5 in impoverished households
- African American Youth 10-17 at-risk of law enforcement intervention

Strategic Outcomes

- Sacramento County Poverty is Reduced
- Revitalization of Low-Income Communities
- People are Empowered to Become More Self-Sufficient

Strategies

- Core Activities That Address the Root Causes of Poverty
- Strategic Investment of Resources
- Integrating into existing programs; filling gaps...
- Not a stand-alone program

Implementation Plan

- Action Plans
- Implementation Timeline

Funding Plan

- Distribution Plan Recommendations for CSBG Resources
- Prioritize Awards for Proposers with Partner Staff Diversity that Reflects the Communities in Which They Serve

Annual Evaluation Plan

- Key Benchmark Reports
- Every November CAB Meeting
- Customer Satisfaction Reports

Data-Based Planning for the 2020-2021 SETA Community Action Plan

ITEM IV-A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Rachel Rios **DATE:** November 30, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal 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 | \$ 292,072 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| CW | OJT/ESS | \$ 254,496 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| CW | OJT/SE | \$ 106,576 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| WIOA | OJT/A | \$ 15,800 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| WIOA | OJT/A stand-alone | \$ 90,890 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| WIOA | AD/BIC | \$ 217,798 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| WIOA | DW/BIC | \$ 54,450 | 7/1/16-6/30/17 | 12/1/16-6/30/17 |
| CSBG | YSS | \$ 55,000 | 1/1/17-12/31/17 | 1/1/17-7/31/17 |

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: Aug 21-24, 2017

| | AREAS EXAMINED | SATISFACTORY | | 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 | X | | | |
| 9 | Indirect Cost Allocation | X | | | |
| 10 | Adherence to Contract/Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for CalWORKs, 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:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

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.