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Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 10, 2016

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

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

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VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 3, 2016

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE JUNE 8, 2016 MEETING

BACKGROUND:

Attached are the minutes of the June 8, 2016 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

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

Wednesday, June 8, 2016
10:00 a.m.

I. Call to Order/Roll Call: Ms. Nelson called the meeting to order at 10:03 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Donald Migge, California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Rivkah Sass, Sacramento Public Library Authority
Lisa Culp, Women's Empowerment
Mary Duncan, Adult & Aging Commission of Sacramento County
Sam Starks, SMUD (arrived at 10:10 a.m.)

Members Absent:

Anthony Garcia, Child Action, Inc.
Reginald Castex, Head Start Policy Council
Blake Young, Sacramento Food Bank & Family Services
Jeremiah Rhine, Sacramento Food Bank & Family Services (Alternate Member for Blake Young, Sacramento Food Bank & Family Services)
Cole Forstedt, United Way

A quorum was established.

- Ms. Nelson welcomed new CAB members:
 - Lisa Culp, Women's Empowerment
 - Mary Duncan, Adult & Aging Commission of Sacramento County

- Board Member Presentation: Rivkah Sass, Sacramento Public Library, provided an overview of the services available at the Sacramento Public Library. The Library has a three-dimensional printer and a publishing machine for those that wish to publish their own books. They publish text books from early childhood education to poetry books. They have a "Library of Things" at the Arcade Library. Things include items to utilize, like sewing machines, go-pro, and other things. The most popular items are the sewing machines. They have two community gardens, at the Colonial Heights and Rancho Cordova libraries. They do programming around food literacy and healthy eating. They have seed exchange programs. They are a passport acceptance agency at the 9th and I Street library; it is a money generator program (\$25 per passport). This is a service that has turned out to be a great community service. They check out

museum passes. Go to the catalog and they have passes to a number of museums in the region. It could be discounted or it could be free. They have an oral history of Vietnam-era veterans. They have collected 40 stories so far. They offer high school program diplomas; they graduate people with an accredited high school diploma. About 40% of their graduates go on to community college or four-year college. Rosetta Stone is available to those with a library card. They have live on-line homework help. There are tutors that help students on-line with whatever students need. The tutor will provide feedback and provide help. This is available to all Sacramento County residents with the exception of the city of Folsom. They also have a prom Dress Drive. The average cost of going to prom is \$600. They accept gently used prom dresses to make them available to teenagers. They are building a community of philanthropy.

Ms. Nelson inquired on how do you check out museum passes? Go on-line to find it and make a reservation and print out a pass.

There are 28 branches from Isleton, Rio Linda, Elk Grove, North Highlands. Measure X passed so it may be time to begin the conversation of opening a library in Oak Park.

Ms. Dozier stated that thanks to a generous grant from SHRA, they are redoing the community room at Colonial Heights that will be available for free summer lunches that will go through August. There are lunch programs serving 0-18 years of age in seven libraries, including Valley High, Colonial Heights, Southgate, Arcade, and North Highlands. They work with the Elk Grove School District on this program.

Ms. Culp inquired if you need a permanent address to get a library card? No, they offer a limited teen card and a similar program for adults. They also offer a virtual card to use the on-line resources. There are 800 computers system wide with really high computer speed.

Mr. Starks requested information on how the library is working with schools, like Sacramento City Unified? They have had challenges getting them to understand the resources available. They have two people dedicated to children 0-5 and K-12 that go around to work specifically with the kids. Subject in a Box is available to teachers; the library collects all of the information for whatever subject. At Sacramento City Unified, the best success is where there is a person dedicated to provide library services. Mr. Starks stated that he would be willing to be the point person for Sacramento City USD.

Mr. Starks stated that there is a community center at Oak Park, and maybe that would be a way to leverage the Oak Park Community Center to have a library there. SMUD has programs for low-income people and he is willing to educate librarians on their services. PG&E also has programs.

Ms. Sass indicated that there are 18 community rooms in the county available for programs.

II. Consent Item

A. Approval of Minutes of the March 9, 2016 Meeting

Moved/Starks, second/Sass, to approve the March 9 meeting minutes.
Voice Vote: Unanimous approval with one abstention (Duncan)

III. Action Item

A. Community Services Block Grant Organizational Standard – Development of a Mission Statement

Ms. Davis-Jaffe stated that SETA must meet the Organizational Standards and one of them is a mission statement for the CAB. At a previous CAB meeting in October 2015, the board discussion came up with looking at whether to do committees and the decision was to send drafts to the Clerk of the Board; staff have not received drafts. In order to meet Standard 4.1 staff is recommending the establishment of a committee to develop mission statement drafts to bring back to the CAB for approval, hopefully by the July CAB meeting. A committee was established.

Committee members: Denise Nelson, Sam Starks, and Lisa Culp.

Ms. Davis-Jaffe will provide mission statements from the other departments in SETA.

IV. Information Items

Standard for Boards Introduction – Video: Ms. Davis-Jaffe stated that the video is part of the organizational standards for board training.

www.Communityactionpartnership.com

A. Program Operator Monthly Reports – First Quarter

The report will be updated by the end of the month. Ms. Dozier asked about the agencies that have no data. Ms. Davis-Jaffe stated that they have started providing services, but they probably don't have anything to report under expenditures

B. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reported that Roberts Family Development Center is not a current provider under CSBG.

IV. **Reports to the Board**

- A. Chair: Ms. Nelson urged other CAB members to consider making a presentation at an upcoming meeting.
- B. Executive Director: SETA staff have been very busy with WIOA funding. This is the first time we have done funding recommendations within a few years. Last week the SETA Governing Board approved \$8.8 million.
- C. Program Manager: SETA is going back to the system that was in place with 13 One Stop Career Centers in the county. SETA provided \$2.5 million in youth funding to 12 youth providers throughout the county. There was a decrease of \$1.8 million in adult/dislocated worker money in WIOA and CalWORKs money. Has been very busy and contracts are being developed. Ms. Kossick encouraged the board to go out to the centers, be a mystery shopper to see how the Career Centers operate. Ms. Kossick confirmed that the Charles Jones Skills Center is still being funded.

Ms. Davis-Jaffe requested that board members please let staff know when CAB members are ready to give a presentation. There is a public sector vacancy on the board; if they know of someone, staff can reach out to them to consider serving on the board.

- D. Members of the Board: None
- E. Public: None.
- V. **Adjournment:** The meeting was adjourned at 10:54 a.m.

ITEM III-A - ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL
STANDARD – MISSION STATEMENT

BACKGROUND:

At the June 8, 2016 CAB meeting, a committee for the CAB was identified to work on the development of the CAB mission statement.

The attached document provides the outcome of the committee meeting with the recommended mission statement to the full board for discussion and approval.

STANDARD

Standard 4.1 establishes that the Community Services Department, and specifically the Agency's Community Action Board (CAB), has a mission statement that addresses poverty and that all CSBG programs and services are aligned with the mission. This can be accomplished during a meeting of the entire board or by a subcommittee appointed by the chair, for that purpose. The results of the "Mission Statement" committee would then need to be approved by the CAB as an action item during a regularly scheduled public meeting, to allow for discussion and any input from the public.

RECOMMENDATION:

Staff recommends the CAB approve the recommended mission statement.

PRESENTER: Julie Davis-Jaffe

The draft mission statement developed on June 28, 2016, for consideration by the remaining Mission Statement Subcommittee members, is as follows:

“To coordinate a community response to address the root causes of poverty
in Sacramento County”

SAMPLES CONSIDERED

“Sacramento Works unites business, labor, education and public agencies to assure qualified and trained workers are available to meet the needs of the region’s economy.”

October 2005

Head Start program’s mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, and mental health.

The mission of the Sacramento Regional Success Skills Institute (SSI) is to provide training and support services which enhance the success skills of current and future employees and help employers expand, increase their competitiveness and become more successful.

Sacramento Works Youth Council

Our mission is to support the positive development of youth to become productive, caring and civic-minded adults by creating a seamless system for youth in the community.

CSBG (National) Mission

To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem

Staff Draft 1

To coordinate a community response to the root causes of poverty in Sacramento County

Staff Draft 2

To coordinate a data-driven community response to the root causes of poverty in Sacramento County

Organizational Standard 4.1

The tripartite board/advisory body has reviewed the department’s mission statement within the past 5 years and assured that:

- 1. The mission addresses poverty; and**
- 2. The CSBG programs and services are in alignment with the mission**

(Community Action Agency Standards, Category 4 – VISION AND DIRECTION)

ITEM IV-A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING AUGMENTATION FOR PROGRAM YEAR 2016

BACKGROUND:

On December 3, 2015, the SETA Governing Board approved the staff funding recommendations for the Community Services Block Grant (CSBG) for Program Year 2016, totaling \$830,000. In addition, the Board approved the following modifications to the staff funding recommendations:

1. My Sister's House will receive an additional \$8,000, funded by either additional CSBG funding made available to the Agency in its final CSBG allocations from the State, or a 1% across-the-board reduction of other Safety-Net service providers.
2. WIND Youth Services will receive funding for Safety-Net services if additional funding is made available to the Agency in its final CSBG allocations from the State. Staff is directed to continue to work with WIND to find other discretionary funds and report back to the board.

In addition to the modifications above, the Board expressed the desire for staff to continue to work with the Elk Grove Food Bank Services to find other available funding. In June 2016, SETA was notified by the State Department of Community Services and Development (CSD) of the final award allotment, which included an increase in funding of \$101,332. In addition, CSD has allocated \$17,000 in CSBG Discretionary funds that must be utilized on Capacity Building, Homelessness Services or Earned Income Tax Credit Services.

Consistent with its prior action and the additional availability of CSBG funding, the SETA Governing Board approved the following augmentations to CSBG Safety-Net service providers for Program Year 2016 at the SETA Governing Board meeting on July 7, 2016:

1. My Sister's House - \$8,000 in CSBG funds to serve an additional 9 households.
2. WIND Youth Services - \$20,381 (includes \$17,000 in CSBG Discretionary funds) to serve 318 households.
3. Elk Grove Food Bank Services - \$20,000 in CSBG funds to serve 333 households.
4. Direct Client Emergency Services - \$69,951 in CSBG funds to serve 1,400 households through the Sacramento Works America's Job Centers.

PRESENTER: Julie Davis-Jaffe

ITEM IV-B - INFORMATION

SUCCESSION PLAN FOR THE EXECUTIVE DIRECTOR

BACKGROUND:

On January 26, 2015, the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services issued Information Memorandum 138, establishing 58 Organizational Standards for adoption by all Community Action Agencies (CAA) in receipt of Community Services Block Grant (CSBG) funding, including SETA. The Standards are designed to ensure that each CAA has maximum feasible consumer and community participation in the design and planning of local CSBG services, the vision, direction and organizational leadership to develop and implement strategic plans, and a high standard of operational effectiveness, data analysis and financial oversight.

The Standards were developed to “protect and enhance the structural integrity of this national network by assuring that all entities that annually receive CSBG funds have the capacity to organize and support a comprehensive community response to the complex social problems that contribute to poverty” (*Jeannie L. Chaffin, Director, Office of Community Services*). Although awaiting final approval by the Federal Office of Management and Budget, implementation of the 58 Organizational Standards began on January 1, 2016, with a state review of SETA’s adherence to the Standards due in the Summer of 2016.

While SETA operations have long been in compliance with most of the newly established Standards, Governing Board approval will be required to meet unmet standards, including Organizational Standard 4.5, which states: “The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of three months or less, as well as outlines the process for filling a permanent vacancy.” As the governing agent of the Community Action Agency and under Organizational Standard 4.5, it is the board’s responsibility to ensure that procedures are in place that guaranty a continuity of leadership during a planned or unplanned, temporary or permanent absence of the agency’s Chief Executive, as well as a policy for the management of a transition to interim or new agency leadership.

The attached Succession Plan for the Executive Director was approved by the SETA Governing Board on June 2, 2016.

PRESENTER: Julie Davis-Jaffe

SUCCESSION PLAN FOR THE SETA EXECUTIVE DIRECTOR

It is the policy of the SETA Governing Board to have a succession plan in place in the event of an interim or permanent change in executive leadership that ensures the agency's continuity and accountability in performing the SETA mission.

In the instance of a planned absence by the Executive Director for a period of 30 days or less:

- A. The Executive Director shall appoint an agency Deputy Director to perform oversight of the agency's daily operations and essential duties of the Executive Director during the term of the absence.

In the instance of a planned or unplanned, permanent or indeterminate absence by the Executive Director:

- A. The City Manager of the City of Sacramento and the County Executive of the County of Sacramento shall appoint an interim Executive Director or acting Executive Director until the return of the Executive Director, or during any process they designate as appropriate when appointing an Executive Director replacement.
- B. Any permanent appointment of a SETA Executive Director jointly by the City Manager and the County Executive under the SETA Joint Powers Agreement must be confirmed by both the Sacramento City Council and the Sacramento County Board of Supervisors.
- C. The SETA Governing Board shall provide the City Manager and Sacramento County Executive with all supports and resources necessary to implement a leadership transition plan to include, but not limited to, the following:
 - 1. Advise the City Manager and County Executive regarding priority issues to be addressed during the transition process and any leadership attributes or characteristics that they deem vital during the consideration of Executive Director candidates.
 - 2. Inform key stakeholders regarding the leadership transition and its impact on usual agency operations

Approved by the SETA Governing Board: 6/2/2016

ITEM IV-C - INFORMATION

STANDARD FOR BOARDS – CONSUMER INPUT AND INVOLVEMENT VIDEO

BACKGROUND:

Staff will share Video #2 on Consumer Input and Involvement to meet the training requirements for the Standard for Boards.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV-D – INFORMATION

PROGRAM OPERATOR MONTHLY REPORTS – SECOND QUARTER

BACKGROUND:

Attached for your information are copies of the latest CSBG Program Operator Monthly reports through June 30, 2016.

Staff will be available to answer questions.

Community Action Board
 Delegate Agency Report Through June 30, 2016
 Second Quarter (cumulative)

FAMILY SELF-SUFFICIENCY AGENCIES	EXPENDITURES			Family Self-Sufficiency		Youth & Senior Support		Comments
	2016 BUDGET	Expended Mid-Year	Expended Rate	Enrolled	Employed	Enrolled	Progress Noted	
Family Self-Sufficiency - FSS Youth & Senior Support - YSS								
Children's Receiving Home - YSS (Youth)	\$28,500	\$4,750	17%			16	13	16 entries but 3 dropped from program.
DHHS - YSS (Seniors)	\$16,500	\$8,121	49%			13	12	One senior discontinued services
Folsom Cordova Comm. Partnership - FSS	\$60,000	\$12,024	20%	13	3			
La Familia Counseling Center - YSS (Youth)	\$55,000	\$20,261	37%			39	37	Two individuals dropped from program
Next Move Sacramento - FSS	\$60,000	\$23,478	39%	89	23			
Next Move Sacramento - YSS (Seniors)	\$25,000	\$5,986	24%			29	17	
Sacramento Self-Help Housing - FSS	\$20,000	\$6,527	33%	40	16			
Saint John's Program for Real Change - FSS	\$70,000	\$28,911	41%	32	6			
Visions Unlimited - YSS (Seniors)	\$35,000	\$18,302	52%			41	40	
Waking the Village - FSS	\$50,000	\$0 *	0%	10	2			
WIND Youth Services - FSS	\$60,000	\$15,531	26%	13	0			

* This provider claims the CSBG funding after other funding is exhausted.

Community Action Board
Delegate Agency Report Through June 30, 2016
Second Quarter (Cumulative)

SAFETY-NET AGENCIES	EXPENDITURES			Safety-Net Enrolled	Emergency Safety-Net Services Provided (A Percentage of Projected Quarterly Goals)								
	2016 BUDGET	Expended YTD	Expenditure Rate		Food	Eviction	1st Month Rent	Shelter (Motel)	Utilities	Senior Legal Advice	Employment Support	Bus Passes	Clothing Diapers
Folsom Cordova Community Partnership	\$60,000	\$8,977	15%	278	100% +	100% +		100% +	100% +		100% +	100% +	100% +
Francis House	\$70,400	\$29,012	41%	104	86%			96%				86%	
Lao Family Community Development	\$20,000	\$6,981	35%	47	100% +	100% +	100% +	50%	75%		0%	87%	100% +
Legal Services of Northern California	\$20,000	\$8,537	43%	340						100% +			
My Sister's House	\$26,100	\$10,258	39%	21		100% +	100% +		100% +				
Next Move Sacramento	\$ 15,200	\$3,817	25%	23		100% +	100% +	83%	98%		33%	0%	100%
River City Food Bank	\$20,500	\$11,070	54%	1743	100% +								
South County Services	\$27,700	\$15,646	56%	153	100% +	100% +	100% +		100% +			26%	
The Salvation Army	\$60,500	\$42,693	71%	228		100% +	100% +	100% +	100% +				
Voluntary Legal Services Program	\$28,000	\$13,855	49%	242						100% +			
Volunteers of America	\$7,600	\$2,872	38%	5		100% +	100% +	0%	100% +				

ITEM IV-E INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Program Operator: Children's Receiving Home

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2015 to December 31, 2015. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. John Foley **DATE:** July 27, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Fiscal Monitoring of Sacramento Self Help Housing, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$20,000	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 6/1/16

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

Program Operator: Sacramento Self Help Housing, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG program from January 1, 2015 to December 31, 2015. The costs reported for the program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

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.