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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, September 11, 2019

TIME: 10:00 a.m.

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

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

AGENDA

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- A. Chair
- B. Executive Director
- C. Program Manager
- D. Members of the Board
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VI. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 5, 2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 14, 2019 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the August 14, 2019 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

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

Wednesday, August 14, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Anthony Garcia called the meeting to order at 10:08 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Dominique Espinosa, Mutual Housing California
Yamilka Estrella, Head Start Policy Council
Lisa Culp, Women's Empowerment
Sam Starks, SMUD (arrived at 10:13 a.m.)
Anthony Garcia, Vice Chair, Child Action, Inc.

Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services
Shay Smith, Alternate, Sacramento Food Bank and Family Services
Lydia Scott, Mutual Assistance Network
Rivkah Sass, Sacramento Public Library Authority

- ✓ **Introduction of New Member:** Ms. Dominique Espinosa introduced herself. She is a new representative from the Mutual Housing Association.

II. Consent Item

- A. Approval of Minutes of the July 10, 2019 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Culp, to approve the July 10 minutes.

Roll call vote:

Aye: 7 (Culp, Dozier, Espinosa, Estrella, Garcia, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Sass, Scott, Levy)

III. Action/Discussion Items

A. Election of Officers to the Community Action Board

Ms. Davis-Jaffe reported that Ms. Denise Nelson will no longer be on the board representing the Low-Income Sector. The purpose of this item is to elect new officers.

Mr. Starks nominated Mr. Garcia for the position of Chair. Ms. Dozier seconded the motion.

Mr. Garcia stated that he would be willing to serve as Chair through January, but may not be able to serve as Chair after January.

Roll call vote:

Aye: 7 (Culp, Dozier, Espinosa, Estrella, Garcia, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Sass, Scott, Levy)

Mr. Migge nominated Lisa Culp to serve as Vice Chair; Mr. Starks seconded the motion. Ms. Culp declined the nomination stating that she would be unable to serve in that position due to work commitments.

Ms. Espinosa indicated her interest and nominated herself for the position of Vice Chair. Mr. Starks nominated Ms. Dominique Espinosa to serve as Vice Chair. There was some discussion as to whether Ms. Espinosa, a recent appointed CAB member, would qualify to serve as Vice Chair.

Mr. Garcia suggested that the board be provided some training on parliamentary procedures and how to better work as a board.

Mr. Starks stated that in the interest of time, he suggested postponing this item until the next meeting.

Moved/Culp, second/Starks, to continue this item to the September CAB meeting.

Roll call vote:

Aye: 7 (Culp, Dozier, Espinosa, Estrella, Garcia, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Sass, Scott, Levy)

IV. Information Items

A. Delegate Agency Reports – 2nd Quarter

Ms. Julie Davis-Jaffe reviewed the second quarter reports.

Mr. Starks asked if there were any red flags or things staff is concerned about. Ms. Davis-Jaffe replied that things seem to be on track but that customers with multiple barriers to employment can take longer to reach employment. The third quarter report will more definitively identify issues.

The report for safety-net services was reviewed. Organizations will determine what services are most needed and their contract can be modified if needed. This can also be done with family self-sufficiency funds.

B. Organizational Standard 8.3

There has been a lot of discussion over the Organizational Standards. The Organizational Standards are due to be submitted to the state. One requirement is that the board must be aware that the local audit ending June 30 has been posted on SETA's webpage. Board members can find the audit at: www.seta.net under public information. Ms. Dozier inquired if there were any audit findings and Ms. Davis-Jaffe replied that she was not aware of any findings.

V. **Reports to the Board**

A. Chair: None.

B. Executive Director: None.

C. Program Manager: Ms. Davis-Jaffe informed the board that at the August 1 Governing Board meeting, vacancies in the Private Sector and Low Income Sector were filled. Women's Empowerment will fill the Private Sector seat; Ms. Culp will now represent the Private Sector. Loaves and Fishes was approved to select a representative to serve the Low Income Sector. A Public Sector seat is vacant. Staff are in the process of recruiting and are hoping that by October, we will have a full 12-member board.

Ms. Davis-Jaffe reported that updated copies of the CAB Bylaws were available and asked members to pick up a copy.

The CSBG RFP Offeror's conference was held on Monday, August 12. There was a lot of discussion regarding Response #6 (Addressing Historical, Systemic Inequities in the Target Population). All of the questions and answers will be posted on SETA's webpage under Public Information.

Mr. Starks asked what kind of questions were raised. Ms. Davis-Jaffe replied that there was a lot of discussion as to how to have the data to show they are meeting the needs. They need to have strategies to meet the goals by looking at what they are currently doing and what they could do. One agency explained

that they are already doing cultural awareness in their agency and they are willing to share the information. A lot of thought was put into this response.

Ms. Moore stated that staff wants the service providers to think it through to think about systemic barriers. Ms. Davis-Jaffe reported that each person attending was encouraged to review the Community Action Plan.

Ms. Culp reported that she attended the Offeror's Conference to see how Response #6 was received; in general, all of the organizations were happy to see this.

Ms. Davis-Jaffe stated that all of the service providers were notified that they are welcome to attend the CAB meeting; she is hoping to have more service providers attend meetings and become more involved.

Ms. Renee John stated that it was a good meeting and the service providers are concerned that they are asking to do more with such a small amount of money.

Ms. Davis-Jaffe reported that the readers team will be developed and all CAB members are welcome to participate. It is a great opportunity to see the process from beginning to end. Ms. Davis-Jaffe will provide a listing of the planned meetings. Ms. Culp stated that there are three areas and if you do not feel you have expertise in all areas, you can choose to read proposals in only one area.

- D. Members of the Board: None.
- E. Public: None.

VI. Adjournment: The meeting was adjourned at 10:47 a.m.

ITEM III-A – ACTION
ELECTION OF OFFICERS
TO THE COMMUNITY ACTION BOARD

BACKGROUND:

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

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair 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 Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board. (p.15, CAB Bylaws)

6.3 Vice-Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair. (p. 16, CAB Bylaws)

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meeting 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 of disbursements; and current fiscal conditions of the Community Action Program. (p. 16 CAB Bylaws)

ITEM III-A – ACTION (continued)
Page 2

On August 14, 2019, the CAB approved Anthony Garcia as the Chair on the CAB. A nomination was made for the newest CAB member, Ms. Dominique Espinosa, to be Vice Chair. The CAB postponed the approval of the nomination to confirm if there is a time limit for members to be on the CAB prior to becoming an officer. Staff have confirmed that the CAB Bylaws do not contain any timeframes limiting CAB members becoming officers.

If a CAB member who currently serves as an officer is elected as the CAB Vice Chair, that will create a new officer vacancy which will also need to be filled through an election. These roles will be effective until the January meeting, when officers will be elected according to the Bylaws.

RECOMMENDATION:

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

PRESENTER: Julie Davis-Jaffe

ITEM IV- A - INFORMATION

CAB MEMBER ROLES AND RESPONSIBILITIES

BACKGROUND:

Staff will be presenting information on CAB Member roles and responsibilities.

PRESENTER: Julie Davis-Jaffe

ITEM IV- B - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached is the latest fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Robynne Rose-Haymer **DATE:** August 9, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring at Goodwill Industries of WIND Youth Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$55,000	1/1/18-12/31/18	1/1/18-12/31/18
CSBG	Safety Net	\$20,000	1/1/18-12/31/18	1/1/18-12/31/18
CSBG	YSS	\$33,500	1/1/18-12/31/18	1/1/18-12/31/18

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 6/17-6/20/19

	<u>AREAS EXAMINED</u>	<u>COMMENTS</u>			
		<u>SATISFACTORY</u>		<u>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 Reconciliation's		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		N/A		
10	Adherence to Budget		X		
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency, Safety Net and Youth & Senior Support from January 1, 2018 to December 31, 2018. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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.