



**GOVERNING BOARD**

**LARRY CARR**

Councilmember  
City of Sacramento

**PATRICK KENNEDY**

Board of Supervisors  
County of Sacramento

**DON NOTTOLI**

Board of Supervisors  
County of Sacramento

**SOPHIA SCHERMAN**

Public Representative

**JAY SCHENIRER**

Councilmember  
City of Sacramento

**KATHY KOSSICK**

Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, October 9, 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](http://www.seta.net).

**AGENDA**

**PAGE NUMBERS**

- I. **Call to Order/Roll Call**
- II. **Consent Item**
  - A. Approval of Minutes of the September 11, 2019 Regular Meeting 2-5
- III. **Action/Discussion Items**
  - A. None
- IV. **Information Items**
  - A. Rules of Procedure 6
  - B. Fiscal Monitoring Reports 7-11
    - ◆ Next Move
    - ◆ WIND Youth Services

V. **Reports to the Board**

12

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

VI. **Adjournment**

**DISTRIBUTION DATE: TUESDAY, OCTOBER 1, 2019**

**COMMUNITY ACTION BOARD  
MEETING ATTENDANCE  
2019**

Board Member	Sector	1/9	2/13	3/13	4/10	5/8	5/29	6/12	7/10	8/14	9/11	10/9	11/13	12/11
L. Culp	Low Income	X	X	A	X	A	X	X	X	X	A			
L. Dozier	Public	X	A	X	X	A	X	X	A	X	X			
D. Espinosa (8/1/19)	Low Income									X	X			
A. Garcia	Public	A	X	X	A	X	X	A	X	X	X			
K. Gibbons (9/18/19)	Public													
G. Levy	Private	X	X	X	X	AP	AP	AP	AP	A	A			
D. Migge	Private	X	X	X	X	AP	X	X	X	X	X			
R. Sass	Public	A	X	X	A	A	A	X	X	A	A			
L. Scott (5/8/19)	Low Income					X	X	A	X	A	A	RESIGNED 9/2019		
S. Starks	Public	X	X	X	X	X	X	X	X	X	X			

Legend:

**X** – Present

**A** – Absent

**AP** – Alternate Present

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 11, 2019 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the September 11, 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, September 11, 2019  
10:00 a.m.

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

Mr. Anthony Garcia called the meeting to order at 10:03 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  
Sam Starks, SMUD  
Anthony Garcia, Chair, Child Action, Inc.

Members Absent:

Lisa Culp, Women's Empowerment  
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

**II. Consent Item**

A. Approval of Minutes of the August 14, 2019 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Dozier, to approve the August 14 minutes.

Aye: 5 (Dozier, Espinosa, Garcia, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 4 (Culp, Sass, Scott, Smith)

**IV. Information Items**

A. CAB Member Roles and Responsibilities

Ms. Tatiana De Leon provided an overview of the Brown Act.

Ms. Pam Moore distributed and reviewed information on Officer Roles and Responsibilities. The officer roles and responsibilities are taken directly out of the bylaws. The board will have officer elections again in January.

Mr. Garcia stated that it is helpful to revisit the Brown Act and roles and responsibilities for officers to jog memories.

Mr. Starks asked if, in the bylaws, there was something about what triggers getting new members and when to have conversations with members that do not come? Who is responsible for tracking that? Ms. Davis-Jaffe replied that staff looks at the attendance and reaches out to board members to determine why they did not attend. Regarding the low income and private sector, if there is a vacancy and the approved agency is not able to backfill, staff need to go back to the Governing Board to have a new agency placed on the list and then recruit from the new agency.

Mr. Starks would like to have it read into the minutes so those at the meeting will know why a member did not attend. He suggested adding a phrase in the bylaws that the Chair must be given knowledge whether a member will attend.

Ms. Kossick stated that the Clerk of the Boards keeps track of attendance for the Head Start boards; the attendance roster is included in each board packet. Ms. Kossick suggested that perhaps tracking and posting attendance could be done with this board.

### **III. Action/Discussion Items**

#### **A. Election of Officers to the Community Action Board**

Ms. Davis-Jaffe stated that at last month's election of officers, Ms. Espinosa nominated herself for the position of Vice Chair. A question was raised whether a member had to be on the board for a certain amount of time before serving in an officer position. Ms. Davis-Jaffe replied that staff reviewed the bylaws and saw no such prohibition. Staff would also like to do a one-on-one training with all officers to go through in detail what is expected and provide mentoring.

Ms. Culp wants to ensure there was some support in case the Vice Chair had to chair a meeting.

Ms. Dozier thanked staff for the information on roles and responsibilities and likes the idea of mentoring; this helps support people as they move into the position.

Moved/Dozier, second/Starks, to elect Ms. Dominique Espinosa as Vice Chair  
Aye: 5 (Dozier, Espinosa, Garcia, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 4 (Culp, Sass, Scott, Smith)

**V. Information Items** (continued)

- B. Fiscal Monitoring Report: Ms. Davis-Jaffe reviewed the fiscal monitoring report for WIND Youth Services; there are no issues to report.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded board members that tomorrow is the closing day for the proposals; quite a few are expected. Ms. Kossick thanked those that volunteered to be on the reader's team. Mr. Garcia asked for a reminder of the reading team meetings. October 16 is when the readers team will get together to discuss the proposals.

Two weeks ago, in the Sunday Sacramento Bee, there was a great article regarding board member Rivkah Sass.

- C. Program Manager: Ms. Davis-Jaffe stated that the presentation on the Brown Act and roles and responsibilities was part of the board training to meet one of the many standards of the Organizational Standards.

Staff is eager to see how many proposers respond. Staff submitted the Community Action Board's organizational standards to the state and a couple of standards are being updated.

- D. Members of the Board: None.

- E. Public: None.

- VI. Adjournment:** The meeting was adjourned at 10:34 a.m.

ITEM IV- A - INFORMATION

RULES OF PROCEDURE

BACKGROUND:

Staff will be presenting information on Rules of Procedure noted in Article 5.5 in the Community Action Board Bylaws.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



ITEM IV- B - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are the latest fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Mr. Richard Abrusci                      **DATE:** September 16, 2019

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Next Move Homeless Services, Inc. at Goodwill Industries

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$59,582	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	Safety Net	\$48,632	1/1/19-12/31/19	1/1/19-6/30/19

**Monitoring Purpose:**    Initial  Follow-up    Special    Final

**Date of review:** 8/19-8/20/19

	<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		

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

**Program Operator: Next Move Homeless Services, Inc.**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency and Safety Net from January 1 to June 30, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order except as noted below.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Robynne Rose-Haymer **DATE:** September 5, 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	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	Safety Net	\$20,000	1/1/19-12/31/19	1/1/19-6/30/19
CSBG	YSS	\$43,500	1/1/19-12/31/19	1/1/19-6/30/19

Monitoring Purpose: Initial  Follow-up Special Final

Date of review: 8/19-8/21/19

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY YES	SATISFACTORY NO	RECOMMENDATIONS YES	RECOMMENDATIONS 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	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, 2019 to June 30, 2019. 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.