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Executive Director

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Sacramento, CA 95815

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

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, January 8, 2020

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

PAGE NUMBER

- I. **Call to Order/Roll Call**
- Introduction of new members:
 - **Wajma Arghandiwal**, Mutual Assistance Network
 - **Alma Leiva**, Head Start Policy Council
 - **Antoine Montgomery**, Head Start Policy Council
- II. **Consent Item**
- A. Approval of Minutes of the November 13, 2019 meeting 1-4
- III. **Action Item**
- A. Election of Officers to the Community Action Board 5-6

IV. Information Items

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| A. | SETA's Independent Auditor's Report for Fiscal Year Ended June 30, 2019 | 8 |
| B. | 2019 Community Services Development Desk Review Report | 9-13 |

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, DECEMBER 20, 2020

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	# of meetings attended
L. Culp	Private	X	X	A	X	A	X	X	X	X	A	A	A	7
L. Dozier	Public	X	A	X	X	A	X	X	A	X	X	X	X	9
D. Espinosa (8/1/19)	Low Income									X	X	X	X	4
A. Garcia	Public	A	X	X	A	X	X	A	X	X	X	X	X	9
K. Gibbons (9/18/19)	Public											A	X	1
G. Levy	Private	X	X	X	X	AP	AP	AP	AP	A	A	X	A	9
D. Migge	Private	X	X	X	X	AP	X	X	X	X	X	AP	X	12
R. Sass	Public	A	X	X	A	A	A	X	X	A	A	X	A	5
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	X	X	12

Legend:

X – Present

A – Absent

AP – Alternate Present

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 13, 2019 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the November 13, 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, November 13, 2019
10:00 a.m.

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

Mr. Anthony Garcia called the meeting to order at 10:04 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
Kristin Gibbons, County Department of Human Assistance
Sam Starks, SMUD
Dominique Espinosa, Mutual Housing California
Anthony Garcia, Chair, Child Action, Inc.

Members Absent:

Lisa Culp, Women's Empowerment
Genevieve Levy, Sacramento Food Bank and Family Services
Rivkah Sass, Sacramento Public Library Authority

- ♦ Introduction of New Member: Kristin Gibbons, County Department of Human Assistance: Ms. Kristin Gibbons introduced herself and spoke of her work at the Department of Human Assistance.

II. **Consent Item**

A. Approval of Minutes of the October 9, 2019 meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Dozier, to approve the October 9, 2019 minutes.

Roll call vote:

Aye: 6 (Dozier, Espinosa, Garcia, Gibbons, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Culp, Levy, Sass)

III. **Action Item**

A. Approval of Community Services Block Grant (CSBG) Funding recommendations for Program Year 2020

Ms. Dozier inquired why one group, Waking the Village, was not funded; why did their proposal fall below the bar. Ms. Davis-Jaffe replied that the process was that the programs that had a higher score would receive funding; Waking the Village did not score high enough before the funding ran out. Ms. Dozier is concerned that a program working with the homeless community would not be able to provide services. Is there a way to have a debrief with those organizations so they will be more competitive? Ms. Davis-Jaffe replied that if additional funding or something comes up, they would be the next program in line for funding. Ms. Pam Moore stated that there were some new organizations that submitted proposals. In addition, staff wanted to make sure they were funded at a level so they can provide services.

Mr. Garcia asked that with the city, county, governor paying more attention to the homeless, is there a potential for additional funding? Ms. Davis-Jaffe replied that staff is definitely looking at that and will report back if there is additional funding.

Mr. Starks thanked those that assisted in reading and developing the funding recommendations. He asked if any of the proposals received responded to the notion of generational structuralism. Ms. Davis-Jaffe reported that she was very pleased with the responses.

Speakers before the Board:

- Peter Bell, Associate Director WIND Youth Services: Mr. Bell asked that the board consider funding their YSS program if/when money becomes available.
- Bridget Alexander, Waking the Village: Ms. Alexander was curious about their grant score; they want to know why they dropped out of funding range.
- LaTisha Lawson, Program Manager, Next Move: Ms. Lawson suggested bringing the service providers ahead of time so there will not be any competition.

Mr. Garcia wants to hear the stories of the community that you serve, the metrics, and the issues that come in. It will give the board ample time to have discussions to see if funding needs to be shuffled around to ensure services are available.

Ms. Dozier agreed that hearing from providers is crucial and she looks forward to future presentations.

Ms. Gibbons stated that some things resonated her and one is that in our current economic climate, the customers are so much more vulnerable. The services are more long term and 'deeper.' The work required to get these customers viable is much more substantial. Ms. Gibbons would like to see essential and long-term steps forward for these customers.

Moved/Migge, second/Dozier, to approve staff funding recommendations.

Roll call vote:

Aye: 6 (Dozier, Espinosa, Garcia, Gibbons, Migge, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Culp, Levy, Sass)

IV. **Information Items**

- A. CSBG 3rd Quarter Delegate Agency Report: Ms. Davis-Jaffe reviewed the quarterly report.
- B. Fiscal Monitoring Reports: Ms. Davis-Jaffe reviewed the fiscal monitoring reports.

Ms. Espinosa had a question about direct costs for Health Education Council. Asked for clarification of the direct costs. Ms. Moore replied that youth and senior support programs generally do not require direct costs so it's possible that program did not allocate money for that area.

Speaker before the board:

- Jeff Tardaguila, Advocate, CARA: Mr. Tardaguila stated that at the state level, there is more emphasis on person to person studies. Mr. Tardaguila suggested that this program continue to have our stories because that is what has an impact at a State level.

IV. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: Ms. Davis-Jaffe thanked members of the reader's team for their time devoted to the reading and scoring of proposals. She also thanked the board members for their interest and time.
- D. Members of the Board: No report.
- E. Public: Mr. Tardaguila stated that this board has the public comments at the end of the meetings. Some of the boards he visits are recognizing that it does not serve the public by having the comments at the end of the agenda. Including the public in the board issues is critical. Mr. Tardaguila urged this board to consider adding public input throughout the agenda.

Mr. Tardaguila stated that the Census bureau is looking for people. He asked everyone to assist the communities to include those that are hard to count. Ms. Davis-Jaffe stated that there will be computers at the job centers that will assist in the census.

VI. **Adjournment:** The meeting was adjourned at 11:17 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).

Current officers are: Chair – Ms. Anthony Garcia; Vice-Chair - Ms. Dominique Espinosa; and Secretary/Treasurer – Mr. Sam Starks.

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 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

ITEM III-A – ACTION (continued)
Page 2

full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program. (p. 16 CAB Bylaws)

RECOMMENDATION:

Conduct an election to select a new CAB Chair, Vice- Chair and Secretary/Treasurer, consistent with the CAB Bylaws.

PRESENTER: Julie Davis-Jaffe

ITEM IV A - INFORMATION

SETA's INDEPENDENT AUDITOR'S REPORT FOR FISCAL
YEAR ENDED JUNE 30, 2019

BACKGROUND:

SETA has received the final Independent Auditor's Report for fiscal year ended June 30, 2019. The report is located on the SETA website at seta.net. There are no findings in this annual audit.

Staff will be available for questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV –B - INFORMATION

2019 COMMUNITY SERVICES AND DEVELOPMENT DESK REVIEW REPORT

BACKGROUND:

Attached is the letter from the Department of Community Services and Development with the outcomes of the 2019 desk review.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
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www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Rec'd 12/2/19

November 26, 2019

Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

SUBJECT: 2019 DESK REVIEW REPORT- C-19-052

Dear Ms. Kossick:

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contracts 19F-4033 and 19F-4435. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2019 program year, the result of the desk review has determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

As memorialized in Monitoring Report #C-18-052 dated April 27, 2018, Sacramento Employment and Training Agency (SETA) had two observations: Observation #1: Two Board Vacancies and Observation #2: Low-Income Democratic Selection Process. The long-term low-income board vacancy was filled as per the board roster dated June 28, 2019, and the long-term public sector vacancy was filled as per the board roster dated September 23, 2019. On November 14, 2019, CSD was provided with additional documentation demonstrating that the low-income board members are being democratically elected. Therefore, Observations #1 and #2 have been corrected and are closed.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the desk review, please contact me at (916) 576-5297 or heide.ruegsegger@csd.ca.gov.

Sincerely,



D. Heide Ruegsegger
ANALYST

C: Melissa Grubb, Manager
Technical Support Unit

C: Anthony Garcia, Chair
Board of Directors



Department of Community Services and Development
Community Services Division
Desk Review Cover Sheet (rev 4/2019)

Agency Information

Agency Name Sacramento Employment and Training Agency
Agency Type Community Action Agency-Private
Report # C-19-052
CSD/Field Representative D. Heide Ruegsegger
Date Completed September 30, 2019

Cover Sheet for Desk Review Documentation

1. Review of all contracts and document the following:

- Contract # 19F-4033
- Term of Contract: January 1, 2019 to December 31, 2019
- Contract Amount: \$1,767,288
- Percent Expended to Date: 49.66%
- Type of Contract: CSBG

- Contract # 19F-4435
- Term of Contract: June 1, 2019 to May 31, 2020
- Contract Amount: \$30,000
- Percent Expended to Date: 0%
- Type of Contract: Discretionary

2. Review prior year's monitoring report and follow-up.

- Type of Monitoring Report: On-site visit
- Date of Report: April 27, 2018
- Report # C-18-052
- List any Observation(s): Observation #1: Two Board Vacancies and Observation #2: Low Income Democratic Selection Process.
- Status of previous Observation(s): Sacramento Employment and Training Agency has reported to CSD quarterly since the March 22, 2018 on-site monitoring visit.
- Observation #1: Two Board Vacancies. The long-term low-income board vacancy was filled as per the board roster dated June 28, 2019. The long-term public sector vacancy was filled as per the board roster dated September 23, 2019.

- Observation #2: Low Income Democratic Selection Process. On November 14, 2019, the agency provided documentation demonstrating that the low-income board members are being elected democratically.
3. Board Roster review for identification of any vacancies and the length of vacancy.
 - Board Roster dated September 23, 2019 was reviewed. There are three vacancies in the low-income sector. These seats have been vacant since August 14, 2019, September 12, 2019, and September 20, 2019.
 4. Board minutes were reviewed for timely submittal, content to assess the board's involvement in the development, planning, implementation, and evaluation of the agency's program, and to determine if a quorum was established at each meeting.
 - A review of the board minutes from May 29, 2019, June 12, 2019, and July 10, 2019 indicated that a quorum was established at each meeting. The minutes showed the board was involved in the development, planning, implementation, and evaluation of the program.
 5. Review of the 2018 CSBG Annual Report for timely submission and program performance/progress.
 - Agency submitted the CSBG 2018 Annual Report to CSD on March 7, 2019
 - The 2018 CSBG Annual Report was due to CSD on or before March 8, 2019.
 6. Review of the Organizational Standards report shows that per the state assessment the agency is at:
 - 100%

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.