



**GOVERNING BOARD**

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**SOPHIA SCHERMAN**  
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**KATHY KOSSICK**  
Executive Director

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

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, February 12, 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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

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

- Introduction of new members:
- **Alma Leiva**, Head Start Policy Council
  - **Jon Rango**, Boys & Girls Club of Greater Sacramento

**II. Consent Item**

- A. Approval of Minutes of the January 8, 2020 meeting 2-6

III. **Action Item:** None

IV. **Information Items**

- |    |  |      |
|----|--|------|
| A. | Community Services Block Grant Program Operator Presentations: Elk Grove Food Bank and Wind Youth Services                                 | 7    |
| B. | Program Operator Report – 4 <sup>th</sup> Quarter  | 8    |
| C. | Community Services Block Grant Fiscal Monitoring Report <ul style="list-style-type: none"><li>• Lao Family Community Development</li></ul> | 9-10 |

V. **Reports to the Board** 11

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

VI. **Adjournment**

**DISTRIBUTION DATE: THURSDAY, FEBRUARY 6, 2020**

## COMMUNITY ACTION BOARD MEETING ATTENDANCE 2020

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>1/8</b>	<b>2/12</b>	<b>3/11</b>	<b>4/8</b>	<b>5/13</b>	<b>6/10</b>	<b>7/8</b>	<b>8/12</b>	<b>9/9</b>	<b>10/14</b>	<b>11/11</b>	<b>12/9</b>	<b># of meetings attended</b>
Wajma (1/8) Arghandiwal	Low Income Sector	<b>X</b>												
Lisa Culp	Private Sector	<b>RESIGNED 1/8/20</b>												
LaShelle Dozier	Public Sector	<b>X</b>												
Dominique Espinosa (8/1)	Low Income Sector	<b>A</b>												
Anthony Garcia	Public Sector	<b>X</b>												
Kristin (9/18/19) Gibbons	Public Sector	<b>X</b>												
Alma Leiva (1/8)	Low Income Sector	<b>A</b>												
Genevieve Levy	Private Sector	<b>AP</b>												
Donald Migge	Private Sector	<b>X</b>												
Antoine (1/8) Montgomery	Low Income Sector	<b>X</b>												
Jon Rango (2/6)	Private Sector													
Rivkah Sass	Public Sector	<b>X</b>												
Sam Starks	Public Sector	<b>X</b>												

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 8, 2020 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the January 8, 2020 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, January 8, 2020  
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:

Anthony Garcia, Chair, Child Action, Inc.  
Wajma Arghandiwal, \_Mutual Assistance Network  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Donald Migge, California Community Credit Union  
Shay Smith, Alternate, Sacramento Food Bank and Family Services  
Antoine Montgomery, Head Start Policy Council  
Rivkah Sass, Sacramento Public Library Authority  
Sam Starks, SMUD  
Lisa Culp, Women's Empowerment  
Kristin Gibbons, County Department of Human Assistance (arrived at 10:14 a.m.)

#### Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)  
Dominique Espinosa, Mutual Housing California  
Alma Leiva, Head Start Policy Council

#### ➔ Introduction of New Members:

- **Wajma Arghandiwal**, Mutual Assistance Network: Ms. Arghandiwal introduced herself.
- **Antoine Montgomery**, Head Start Policy Council: Mr. Montgomery introduced himself and said he was happy to serve on the board.

Ms. Lisa Culp announced that she is resigning and this is her last meeting. She stated that her organization was funded with CSBG funds so she must resign due to a conflict of interest. Mr. Garcia wished her well and she will be missed. Ms. Dozier thanked Ms. Culp for all of her work at her organization; she was very impressed with the way they change the lives of homeless women.

Ms. Culp excused herself from the meeting.

**II. Consent Item**

A. Approval of Minutes of the November 13, 2019 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Migge, to approve the November 13 minutes.

Roll call vote:

Aye: 8 (Arghandiwal, Dozier, Garcia, Migge, Montgomery, Sass, Smith, Starks)

Nay: 0

Abstentions: 0

Absent: 3 (Espinosa, Gibbons, Leiva)

**III. Action Item**

Ms. Gibbons arrived at 10:14 a.m.

A. Election of Officers to the Community Action Board

Mr. Garcia reviewed this item and stated that he would be willing to continue as Chair at least for a few more months. However, he will need to bow out later in the year due to work constraints. Ms. Sass asked if all of the current officers were willing to continue serving.

Moved/Sass, second/Dozier, to reconfirm the CAB officers as follows: Anthony Garcia, Chair; Dominique Espinosa, Vice Chair; and Sam Starks, Secretary Treasurer.

Roll call vote:

Aye: 9 (Arghandiwal, Dozier, Garcia, Gibbons, Migge, Montgomery, Sass, Smith, Starks)

Nay: 0

Abstentions: 0

Absent: 2 (Espinosa, Leiva)

**IV. Information Items**

A. SETA's Independent Auditor's Report for Fiscal Year Ended June 30, 2019: Ms. Sass inquired where the report could be found. Ms. Davis-Jaffe replied that it is found on the SETA website under Financial Statements.

B. 2019 Community Services Development Desk Review Report: Ms. Davis-Jaffe stated that this is the most recent desk review and the issue with the lack of board members was resolved. She thanked board members for their participation in coming to meetings. Mr. Garcia thanked staff for working on the issues regarding compliance.

## V. Reports to the Board

- A. Chair: Mr. Garcia reported that he attended the last Governing Board meeting where they approved the funding recommendations. There were no issues and the Governing Board thanked the CAB for their work on the funding recommendations.

The 2020 Census is coming up and it is important for everyone to work together to get as much participation as possible. He is working with an organization to ensure families with children from 0-5 years of age are involved. It is important for everyone to participate

- B. Executive Director: Ms. Kossick thanked new board members for joining. Over the coming year, the CSBG service providers will be making presentations before the CAB. Staff will also be organizing visits to the service providers so board members can actually see what they do with their CSBG funds.
- C. Program Manager: Ms. Julie Davis-Jaffe welcomed the new board members. On January 16, 2020, a CSBG reporters training will be provided and all partners are urged to attend so they can be trained on the appropriate ways to submit reports. Staff will be doing quarterly meetings with the service providers to check in with them; this strengthens the connections and helps to stretch the funding.

Mr. Roy Kim reported that in the Spring, 2020, the Workforce Innovation and Opportunity Act (WIOA) request for proposals will be released. This will be to solicit service providers for the adult and dislocated worker programs. The Sacramento Works Planning/Oversight Committee will begin the process by hearing input from the public on needs. The input received will assist in developing the RFP and will result in the services provided at the job centers.

- D. Members of the Board: Ms. Rivkah Sass reported that all 28 Sacramento County public libraries will have computers set up to assist in the census; it is important to get the word out to make it as easy as possible. In addition, all 28 libraries will serve as ballot drop off sites for the upcoming election. On March 3, all locations will be open from 7 a.m.- 8 p.m. for people to drop off their ballots.

In November, the Sacramento Public Library was awarded the first Klein Community Impact prize to be given to a public library; this was a result of the work they are doing engaging the community. The grant was for \$250,000 in unrestricted funds. Ms. Sass stated that the public library may be adding services for the community with this grant. Throughout the county, they held 68 conversations to talk about safety, civility, opportunities for children, etc. She is very excited about the award.

Ms. Sass stated that they led the efforts and wrote the proposal for the City of Sacramento to get a National League of Cities grant for work in early learning. They will be convening next month to begin work on this exciting program.

- E. Public: Mr. Jeffery Tardiguila, Mr. T, stated that he is a census ambassador. He is pleased to hear that the public library system has assisted in the voting process.

On January 15, the UCC will be doing a presentation on the effectiveness of homeless initiatives in Los Angeles. Governor Newsom announced his initiative for homelessness.

Tower Theater will be sponsoring a special program on January 15 to deal with immigration issues in California.

- VI. **Adjournment**: The meeting was adjourned at 10:32 a.m.



ITEM IV- A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATIONS

BACKGROUND:

Elk Grove Food Bank and Wind Youth Services will provide a presentation of their program and services.

PRESENTER: Julie Davis-Jaffe

ITEM IV- B - INFORMATION

PROGRAM OPERATOR REPORT – 4th QUARTER

BACKGROUND:

The CSBG Program Operator report with program and fiscal data through the 4th Quarter of the 2019 program year will be provided at the meeting.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV-C - 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. Kathy Rothberg                      **DATE:** January 19, 2020  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Lao Family Community Development

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
RESS	VESL/ES	\$379,508	10/1/18-9/30/19	3/1/19-9/30/19
RESS-Stand Al	VESL/ES	\$114,000	10/1/18-9/30/19	3/1/19-9/30/19
VESL	OJT	\$176,000	1/7/19-9/30/19	3/1/19-9/30/19
CSBG	Safety Net	\$40,985	1/1/19-12/31/19	3/1/19-9/30/19
WIOA	Out-of-School Youth	\$112,242	7/1/19-6/30/20	7/1/19-9/30/19

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

**Date of review:** 12/9-12/11/19; 12/16, 12/23, 1/2/20, 1/9

	<b>AREAS EXAMINED</b>	<b>COMMENTS</b>			
		<b>SATISFACTORY</b>	<b>RECOMMENDATIONS</b>	<b>YES</b>	<b>NO</b>
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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: Lao Family Community Development**

**Findings and General Observations:**

- 1) We have reviewed the RESS, TA and CSBG programs from March 1, 2019 to September 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.