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Employment and
Training
Agency

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, April 15, 2020

TIME: 10:00 a.m.

LOCATION: <https://zoom.us/j/802194164>.

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this meeting on Zoom at <https://zoom.us/j/802194164>. This meeting will be closed captioned. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID 802 194 164: +1 669 900 6833 or +1 346 248 7799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Nancy.Hogan@seta.net. Public comments will be accepted until the adjournment of the meeting, distributed to the CAB, and included in the record.

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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- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the March 11, 2020 meeting 1-5
- III. **Action/Discussion Item**
 - A. Discussion on the Impacts of COVID-19 and 6

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

CSBG Services

IV. Information Items

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, APRIL 10, 2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 11, 2020 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the March 11, 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.)

Hillsdale Career Center
5655 Hillsdale Blvd., #8
Sacramento, CA 95842

Wednesday, March 11, 2020
10:00 a.m.

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

Mr. Migge called the meeting to order. The roll was called and a quorum was not established; with the arrival of Mr. Montgomery at 10:12 a.m., a quorum was established.

Members Present:

Wajma Arghandiwal, Mutual Assistance Network
Jon Rango, Boys and Girls Club of Greater Sacramento
Donald Migge, California Community Credit Union
Kristin Gibbons, County Department of Human Assistance
Shay Smith, Alternate, Sacramento Food Bank and Family Services
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Antoine Montgomery, Head Start Policy Council (arrived at 10:12 a.m.)
Sam Starks, SMUD (arrived at 10:19 a.m.)

Members Absent:

Anthony Garcia, Chair, Child Action, Inc.
Rivkah Sass, Sacramento Public Library Authority
Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)
Alma Leiva, Head Start Policy Council
Dominique Espinosa, Mutual Housing California

III. **Action Item:** None.

IV. **Information Items**

A. Community Services Block Grant Program Operator Presentations:

- International Rescue Committee: Lucas Johnson from IRC introduced Hannah Messick, Arshawan Ahmadzai, and a woman that is using the program. The CSBG program has changed the way they provide services. This program has been around for 80 years and deals with world crises and works to help people. In Sacramento, they primarily work with refugee resettlement. They provide refugee resettlement assistance as well as health and safety services. They have a food security service and anti-human trafficking program. They have an economic empowerment program. There are two sides of their refugee resettlement: 1) reentry employment which assists clients to get their first job in the United States. They have vocational ESL and clients also learn about navigating the workforce; 2) Clients are worked with to establish not only short

term goals but then long-term goals. They also serve out-of-school youth. Their CSBG program is in the third year of the self-sufficiency component and in the first year of the safety net component. They have served 221 individuals; out of those 19 were out-of-school youth.

Mr. Johnson introduced Ms. Ahmadzai, who has been working with IRC helping clients navigate getting first-time work. It is really challenging for people to secure a job in the USA. Many of their clients are scared and want to go back to their war-torn countries so she works to ensure they are safe and secure. Their clients many times do not speak English.

A client of IRC asked to give an example of her experience. The client arrived in the United States in June.

Mr. Montgomery arrived at 10:12 a.m.; a quorum was achieved.

The client said she lived in Turkey but three years ago she lost her husband. When she arrived in the United States, she did not know the language and faced a lot of problems. She arrived with two young children and IRC helped her to find her way. When she came, she was homeless and depressed. IRC helped her with great counseling and motivational employment. She started feeling better. She was afraid she would not be able to get a job but IRC helped her. Because she did not know English, she could not get her driving permit. Ms. Ahmadzai urged her to read the Persian text to learn how to get a drivers permit and helped her to connect with DMV to get a test. She is now working to get her license. IRC helped and motivated her and showed her the way. She now has a job and a permit. There are a lot of women going through the same issues; she appreciates the help IRC provides to the refugee community.

Mr. Johnson stated that the CSBG program has allowed IRC to expand their services not only to refugees but other immigrant populations.

Mr. Starks arrived at 10:19 a.m.

Ms. Messick stated that IRC also provides financial information and teaches financial management.

Ms. Arghandiwal asked if IRC provides teachers to teach ESL? Yes, there's a mommy and me ESL program located at two community centers. Their goal is to meet clients where they are.

Mr. Rango asked if they encounter immigration status issues? Mr. Johnson replied that IRC has an immigration status department. They assist in citizenship processing and different services to get a green card. A barrier for some clients, is that there is often lack of education regarding their immigration status and whether they can work.

- Waking the Village: Grace Loescher, The Creation District, Waking the Village.

Waking the Village is a community-based program started in 1999 for kids experiencing homelessness. In 2003, they opened Tubman House for parenting teens. They now run seven programs. Their CSBG funding supports a cohort of 100 youth through the transitional living and The Creation District.

Tubman House offers intensive coaching, almost 1 on 1. They believe that kids should be allowed to dream as big as they want. They have access to free high-quality child care and on-going parenting support. They have an off-site child care center. They offer opportunities for beauty and adventure; they go camping every summer, go to the ocean, and expose the youth to a variety of things. They offer intensive support with education and employment.

At The Creation District, they believe that art is for everyone and everyone is an artist. The expression could be through art, music, cooking, or activism. They have an accessible and attractive entry point for youth. They have options for youth at every level with open studio time. They also have a recording engineer and a record label: Creation District Records. They offer educational opportunities. They believe strongly that work and employment is fundamental to a successful life. They also have a WIOA program and they partner with WIOA and CSBG funds. Their Sacramento Works Youth Council meets once a month and it is a very important group.

Their transitional living program offers low client caseloads and high quality services so youth do not return to homelessness. The Creation District is an innovative program built by youth, for youth, so it is an attractive skill-building program instead of mandated programming. Their Transitional Living Program supports youth at every stop of the way, in school and/or employment, so they do not lose hope. The Creation District is a low-barrier entry point and safety net if other programs do not work out. Both programs are in endless communication so the youth have multiple support systems and options for engagement.

Halcion stated that he first heard about the Creation District two years ago through WIND youth services. He started making music with people and it opened his brain about what the possibilities are. He has been working there for 1 ½ years now; he gets income, community, family, and helps people to learn art the way he did. He is very grateful to be a part of it and he is happy. It is a great space with genuine people.

Mr. Montgomery asked if they still do the bike rides and Ms. Loescher replied no but they are hoping to do it again.

Ms. Dozier inquired what is the most effective way to engage homeless youth? Halcion replied that he thinks it is art and perhaps having a van with art supplies to take to homeless kids would be very effective.

Mr. Starks asked Halcion if he was running from or looking for; Halcion replied that it was a bit of both. He was not in a good home environment and he also wanted to find something safer.

Mr. Starks asked Ms. Loescher about long term sustainability issues. Ms. Loescher replied that they believe in long term engagement; connecting youth to a healthy community and learning healthy interdependence. They need to make connection in many areas.

- B. Community Action Board Member Orientation Announcement Organizational Standard 5.7: Board members oriented within six months of start date

Ms. Pam Moore stated that this is in satisfaction of one of the organizational standards. Staff have always considered it important to orient new board members so there will be an orientation immediately after the board meeting for new members.

II. Consent Item

- A. Approval of Minutes of the February 12, 2020 meeting

Minutes were reviewed; there were no questions or corrections.

Moved/Starks, second/Rango, to approve the February 12 minutes.

Roll call vote:

Aye: 7 (Arghandiwal, Gibbons, Migge, Montgomery, Rango, Smith, Starks)

Nay: 0

Abstentions:1 (Dozier)

Absent: 4 (Espinosa, Garcia, Leiva, Sass)

V. Reports to the Board

- A. Chair: No report.
B. Executive Director: Ms. Kossick reported that the agency just released a Request for Proposals (RFP) for WIOA adult/dislocated worker funds. It is posted on the SETA website if anyone wants to view the document.
C. Program Manager: Ms. Davis-Jaffe thanked the agencies that provided information. After the meeting there will be a tour of the job center. Hillsdale is considered a comprehensive job center.
D. Members of the Board: None.
E. Public: None.

- VI. Adjournment: The meeting was adjourned at 10:55 a.m.

ITEM III-A– DISCUSSION

DISCUSSION ON THE IMPACTS OF COVID-19 AND CSBG SERVICES

BACKGROUND:

Due to the COVID-19 pandemic, Sacramento County's low-income community is more vulnerable than ever. The recent spike in unemployment claims has included many recently employed customers who have been laid off. CSBG service providers have expressed an increased need for emergency support services, particularly for hard-to-serve customers.

The recent federal stimulus package included \$1 billion in additional funding for CSBG services. In addition, staff have identified current CSBG funds available that can be used to augment service providers who are experiencing increased demand for services due to the impacts of COVID-19.

This item will allow the CAB to discuss and provide guidance to staff that will inform future funding recommendations.

RECOMMENDATION:

Discuss and provide guidance on future funding recommendations for CSBG services that respond to the impacts of COVID-19.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATIONS

BACKGROUND:

South County Services and Lao Family Community Development will provide a presentation of their program and services.

PRESENTER: Julie Davis-Jaffe

ITEM IV- B - INFORMATION

PROGRAM OPERATOR REPORT – 1st QUARTER

BACKGROUND:

The CSBG Program Operator report with program and fiscal data through the first quarter of the 2020 program year will be sent under separate cover.

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. Lisa Welze **DATE:** March 3, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$367,500	10/1/18 - 9/30/19	10/1/18 - 9/30/19
RSS	ES TA	\$111,000	10/1/18 - 9/30/19	10/1/18 - 9/30/19
RSS	ELL	\$70,000	10/1/18 - 9/30/19	10/1/18 - 9/30/19
CSBG	FSS	\$64,998	1/1/18 – 12/31/18	10/1/18 – 12/31/18
CSBG	FSS	\$70,000	1/1/19 – 12/31/19	1/1/19 – 9/30/19

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: December 16-17, 2019

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: International Rescue Committee

Findings and General Observations:

The total costs as reported to SETA for RSS and CSBG have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

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.