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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Monday, October 26, 2020

TIME: 10:00 a.m.

LOCATION: <https://us02web.zoom.us/j/85851212240>

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 Special meeting on Zoom at <https://us02web.zoom.us/j/85851212240>. 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 Webinar ID: 858 5121 2240; +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592. International phone numbers are available: <https://us02web.zoom.us/u/kdhRL15tH1> 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. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the CAB, and included in the record.

Closed captioning will be available. 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**
- II. **Consent Item**
- A. Approval of Minutes of the August 12, 2020 Regular Meeting 1-5
- III. **Action/Discussion Item**
- A. Approval of Staff Funding Recommendation for the 2020 CARES Act CSBG Supplemental Funding 6-7

IV. Information Items: None.

V. Reports to the Board

8

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

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, OCTOBER 20, 2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 12, 2020 MEETING

BACKGROUND:

Attached are the minutes of the August 12, 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.)

Electronic meeting

Wednesday, August 12, 2020
10:00 a.m.

I. Call to Order/Roll Call

Ms. Espinosa called the meeting to order at 10:05 a.m. The roll was called and a quorum was established.

Members Present:

Dominique Espinosa, Vice Chair; Mutual Housing California
Jon Rango, Boys and Girls Club of Greater Sacramento
Genevieve Levy, Sacramento Food Bank and Family Services
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Fienishia Wash, Head Start Policy Council
Jara Lindgren, Head Start Policy Council
Wajma Arghandiwal, Mutual Assistance Network
Sam Starks, SMUD
Donald Migge, California Community Credit Union (joined at 10:15 a.m.)

Member Absent:

Anthony Garcia, Chair, Child Action, Inc.
Rivkah Sass, Sacramento Public Library Authority
Kristin Gibbons, County Department of Human Assistance

II. Consent Item

A. Approval of Minutes of the July 8, 2020 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Dozier, second/Espinoza, to approve the July 8 minutes.

Roll call vote:

Aye: 8 (Arghandiwal, Dozier, Espinosa, Levy, Lindgren, Rango, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: 4 (Garcia, Gibbons, Migge, Sass)

III. Action/Discussion Item

A. Approval of the CARES Act CSBG Supplemental Fund Request for

Proposals

Ms. Julie Davis-Jaffe reminded the board that at the last meeting, the board approved a very brief Community Action Plan (CAP). This plan will go along with the regular CSBG CAP. Based on information and dialogue from the last meeting, SETA staff worked to develop an RFP presented for approval for the period 3/2020 – 3/31/2022. The RFP is working at addressing the needs and services identified in the CARES CAP and putting \$1,252,744 into the community for the community agencies provide services.

The target continues to be the vulnerable population of Sacramento county. We have added child care workers and health care workers and their families to the list of vulnerable populations. The SETA Governing Board will take action on the RFP on September 3.

Mr. Migge joined the meeting at 10:15 a.m.

Ms. Dozier asked if the work could be done quicker to get the money out to service providers. Ms. Espinosa agreed and suggested perhaps an emergency meeting could be called.

Ms. Espinosa stated that she thinks the amount available for the service providers is not enough. She thinks SETA keeps too much funding.

Mr. Starks stated that the board has had this conversation regarding safety net; he cares about long-term systemic funding. We have found ourselves wrestling with 50% allocations. He thinks the entire board is concerned about the lack of funding. He's concerned with generational poverty that requires long-term funding.

Ms. Dozier stated that in terms of the different services being provided to homeless people, the county will be ending one program but trying to put resources into more hotels. Any kind of rent assistance is provided by local programs from \$5-15 million which is spent in a very short amount of time. To assist people with rental assistance, funding for rental assistance programs has to come from the city and county of Sacramento.

Mr. Starks talked about the 'new poor' and SMUD is now working with this new population. They are learning how to navigate programs. They were always 1-2 paychecks away from poverty and now they are facing potential homelessness. The sensitivities need to come along with a certain degree of dignity. This will impact young people on how they will see themselves and their parents. It will matter how we manage the few funds we have to distribute.

Ms. Kossick stated that we are seeing an unprecedented amount of need in all areas. We are coordinating with the library and all other resources to stretch the

resources. We need to keep everyone uplifted at some level and have to recognize the dire situation our community is in and address it on a holistic level.

Moved/Dozier, second/Starks, to approve the CARES Act CSBG Supplemental Funds Request for Proposals.

Roll call vote:

Aye: 9 (Arghandiwal, Dozier, Espinosa, Levy, Lindgren, Migge, Rango, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: 3 (Garcia, Gibbons, Sass)

IV. Information Items

A. Community Services Block Grant Provider Presentation

- ❖ Folsom Cordova Community Partnership: Mr. Robert Sanger provide an overview of this program. Ms. Michele Cook stated they have a great partnership with grocery outlet to provide food. They are now able to get masks/gloves/sanitation supplies to support families dealing with COVID. They are serving the most vulnerable population. There is a huge refugee and immigration population in the Rancho Cordova area. They are seeing people living in violent situations and they are assisting people to get services.

Their safety net program started in January and 516 people have been served to date. The increased funding has allowed services to more people. They provided testimony from a parent they assisted with services.

Venus Singh, a participant of their services, spoke of how helpful they have been to her and her niece. She urged the board to consider continuing services.

There was discussion about how the public is made aware of the services available. Ms. Cook stated that 211 and advertising seems to be a very big component these days.

Ms. Michele Cook stated that anyone of us at any time could be in need of assistance. She asked everyone to share information about the services available to people.

Ms. Levy stated that her program is experiencing the 'new poor' and helping them navigate the services available. She said that as service providers, the word of mouth seems to be the best. It is important to continue to promote 211 and keep them updated with information. There are a lot of services available and people need to be made aware that they are available.

- B. CSBG Delegate Agency 2nd Quarter Report: Ms. Davis-Jaffe reviewed the quarterly report for January-June 30. The regular fiscal year is from January-December. The employment rate for the providers have high percentages of placement into employment.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick encouraged board members to be ambassadors in the community. She encouraged board members to go to the SETA website and look at the resources available. There is a cover page on SETA's webpage providing resources available in the community. The job center information is current; some centers are doing in-person appointments and some are doing on-line appointments.
- C. Program Manager: Ms. Davis-Jaffe thanked the Folsom Cordova staff for their presentation. It is important for members to know how the funds are being spent. Part of our funding is utilized to fund the 211 system. She thanked the CAB members for their insight and questions and work to keep the board going. Ms. Davis-Jaffe asked members to keep in mind that at the November meeting will be very important to have a quorum since funding recommendations will be considered. CARES funding and the year-round CSBG funding will need to be approved in November by the CAB and in December for the Governing Board.
- D. Members of the Board: Mr. Migge commended SETA for the piece on Channel 10 this morning. He knows how frustrating EDD is and the system is ancient; he urged people to remain patient.
- E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:29 a.m.

ITEM III - A- ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATION FOR THE 2020 CARES ACT CSBG SUPPLEMENTAL FUNDING

BACKGROUND:

On September 4, 2020, SETA released a Request for Proposals (RFP) for the CARES Act CSBG Supplemental program. The RFP solicited services under the Safety-Net and Family Self-Sufficiency categories as identified in the 2020 - 2022 Local Plan for CARES Act CSBG Supplemental Funding. The amount of funding available for program services was estimated to be \$1,251,744, of which 50% was allocated to Safety-Net or short-term emergency services and 50% allocated to Family Self-Sufficiency services. The program timeframe is from November 2, 2020 through March 30, 2022.

The deadline for receipt of proposals was October 2, 2020. SETA received twenty-seven (27) responsive proposals requesting a total of \$2,453,169. One additional proposal was submitted by email within the deadline timeframe but did not meet the pre-qualification requirements established in the RFP and was therefore disqualified from funding consideration.

Evaluation Process:

The twenty-seven (27) responsive proposals received through this solicitation went through a comprehensive review process to provide staff funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of eleven (11) readers representing SETA's Workforce Development, Fiscal, Head Start, and Contracts staff. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked:

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2020 – 2022 Local Plan for CARES Act Supplemental Funding.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works Job Centers.

ITEM III-A – ACTION (continued)
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Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Staff funding recommendations, proposal summaries and funding rationale will be provided electronically when available. Staff will post the funding recommendations to the SETA website on Friday, October 23, 2020.

The SETA Governing Board will consider the CAB funding recommendations at its Special Meeting on Thursday, October 29, 2020.

RECOMMENDATION:

Approve staff funding recommendations for the CARES Act CSBG Supplemental Funding.

PRESENTER: Julie Davis-Jaffe

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.