



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, February 8, 2023

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84061512008?pwd=YTZNN3BKcFkxbmc1R0YzM1UzMUZMUNsZz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/84061512008?pwd=YTZNN3BKcFkxbmc1R0YzM1UzMUZMUNsZz09>. 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 on One tap mobile +16699006833,,84061512008#US (San Jose). Meeting ID: 840 6151 2008 Passcode: 969693. Find your local number: <https://us02web.zoom.us/j/kc0MfGAhYL>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. 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 Board and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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.

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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>

AGENDA

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DISTRIBUTION DATE: Wednesday, February 1, 2023

Community Action Board meeting hosted by:
LaShelle Dozier (Chair), Dominique Espinosa (Vice Chair), Sam Starks (Secretary/Treasurer)

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

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE**

2023

BOARD MEMBER	Represented Sector	1/11	2/8	3/8	4/12	5/10	6/14	7/12	8/9	9/13	10/11	11/8	12/13	# of meetings attended
LaShelle Dozier	Public Sector	X												
Dominique Espinosa (8/1/21)	Low Income Sector	X												
John Foley (3/24/21)	Private Sector	A												
Anthony Garcia	Public Sector	X												
Kristin (9/18/19) Gibbons	Public Sector	A												
Renee John (1/11/23)	Private Sector	X												
Kara Long (1/12/22) Alt.:	Low Income Sector	X												
Luis Sanchez (11/9/22)	Private Sector	X												
Sam Starks	Public Sector	X												
Fienishia Wash (5/19) Alt.:	Low Income Sector	X												

*Special meeting

ITEM II -A- CONSENT

APPROVAL OF MINUTES OF THE JANUARY 11, 2023 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the January 11, 2023 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, January 11, 2023
10:00 a.m.

I. Call to Order/Roll Call

Ms. Dozier called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency

Kara Long, Head Start Policy Council

Sam Starks, Secretary/Treasurer; SMUD

Peter Coyl, Sacramento Public Library Authority

Fienishia Wash, Head Start Policy Council

Luis Sanchez, Community Resource Project

Renee John, Valley Vision

Dominique Espinosa, Vice Chair; Mutual Housing California *(joined at 10:02 a.m.)*

Anthony Garcia, Child Action, Inc. *(joined at 10:05 a.m.)*

Members Absent:

Kristin Gibbons, County Department of Human Assistance.

John Foley, Self Help Housing

Introduction of New Private Sector Members:

Ms. Renee John gave a brief self-introduction.

II. Consent Item:

A. Approval of Minutes of the November 9, 2022 Regular Meeting

The minutes were reviewed; there were no questions or concerns.

B. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Moved/Starks, second/Sanchez, to approve the following consent items:

A. Approval of Minutes of the November 9, 2022 Regular Meeting

B. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or

While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 7 (Dozier, Long, Starks, Coyl, Wash, Sanchez, Espinosa)

Nay: 0

Abstention: 1 (John)

Absent: 3 (Garcia, Gibbons, Foley)

III. **Action/Discussion Item:**

A. Election of Officers to the Community Action Board

Ms. Dozier reviewed the item.

Mr. Starks nominated Ms. Dozier for Chair, and Mr. Garcia seconded the nomination. It was a unanimous vote in favor of Ms. LaShelle Dozier as Chair.

Mr. Starks nominated Ms. Espinosa for Vice Chair, and Ms. Dozier seconded. It was a unanimous vote in favor of Ms. Dominique Espinosa as Vice-Chair.

Ms. Dozier nominated Mr. Starks for Secretary, and Ms. Espinosa seconded. It was a unanimous vote in favor of Mr. Sam Starks as Secretary.

IV. **Information Item**

A. Community Service Block Grant Provider Presentation – The Salvation Army

This item was moved to the February meeting agenda.

B. SMUD Resource Priorities Map - Susan Wheeler

Ms. Wheeler presented on the SMUD Resource Priorities map. There is a link between climate change and equity. The impact on human health shows that by reducing the impact of carbon, it will impact drought, wildfires, extreme weather, and in turn effect air quality and people's health. The goal is to reduce the carbon footprint in the Sacramento region. She reviewed the impact of climate change and resilience on the community, including social determinants of health. The sustainable community's resource map was reviewed. This map is made available to the public by SMUD. She gave a few examples of how the map can be useful, such as providing local data for grant requests, and to see what resources are needed in individual neighborhoods. She reviewed the SB 535 Disadvantaged Communities. The 2021 Health Equity Index was reviewed, along with the Social Vulnerability Index, which measures the risk of environmental stressors. There is a neighborhood focused data map which is interactive. There is an option to utilize data layers, such as tree canopy, food access, and transportation.

Here's the website for Sustainable Communities at SMUD -

<https://www.smud.org/sustainablecommunities>

Here's the direct link for the Sustainable Communities Resource Priorities Map -

<https://smud.maps.arcgis.com/apps/MapJournal/index.html?appid=1a42c034497c47b0b3c3c84f10c7d541>

Ms. Espinosa asked about the difference between areas highlighted in red and green. Ms. Wheeler replied there is a legend that accompanies the maps. She shared how to access the maps by utilizing the search bar on the SMUD website.

Ms. Hernandez asked how often the data is updated. Ms. Wheeler replied it is updated annually.

The Board thanked Ms. Wheeler for all of SMUD's work.

C. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reviewed the monitoring reports.

Mr. Sanchez asked about the corrective action timeframe.

Ms. Mora replied the agency has 45 days from the letter to respond; if they don't respond within 45 days, the agency receives an additional 10 days.

V. Reports to the Board

A. Chair: No Report

B. Executive Director:

Ms. Hernandez introduced herself to the Board as the new Executive Director to SETA.

Mr. Starks and Ms. Dozier welcomed Ms. Hernandez.

C. Program Manager/Deputy Director:

Ms. Davis-Jaffe stated this year, 2023, is a Community Action Plan year. A Request for Proposals will come to the Board in the summer. She asked for guidance on the special project with Rose Family, as they declined funding for the special project serving youth due to staffing and organizational capacity. SETA had several meetings with Rose Family to help them seek the assistance needed to run the program. She stated SETA will continue to work with them. How do we move forward with funding the special project?

Mr. Starks asked why Rose Family would decline.

Ms. Davis-Jaffe replied she will schedule a meeting with them. Feedback received to date indicates it was due to staffing and organizational capacity.

Ms. Dozier requested feedback once staff has met with Rose Family.

Mr. Starks commented on the struggle for those who have a good reputation but do not have the capacity. This has been a concern and remains a concern. He suggested we explore the idea of developing capacity grants.

Ms. Dozier suggested a possible subcommittee.

Mr. Garcia commented on Rose Family for knowing what their capability to provide is and voicing their limits.

Ms. Hernandez commented Sacramento County put out a Request for Information regarding capacity building. She stated we need to build up all networks.

Here is the link to the ROI:

<https://procurement.opengov.com/portal/saccounty/projects/33190>

Ms. Dozier commented it is an opportunity to collaborate.

Mr. Coyl, Mr. Sanchez, and Ms. John left the meeting at 11:00 a.m.

D. Members of the Board:

Ms. Starks shared the Martin Luther King Jr. march will happen on Monday, January 16, 2023 at 8:00 a.m. rain or shine.

E. Public: None

VI. **Adjournment**: The meeting was adjourned at 11:02 a.m.

ITEM III-A – ACTION/DISCUSSION

DISCUSS AND APPROVE PLAN FOR SPECIAL PROJECT FUNDING

BACKGROUND:

During the recent program year 2022-2023 Request for Proposals process, SETA received one successful proposal for a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth aged 14-17. The proposal was submitted by Rose Family Creative Empowerment Center who had provided similar services for several years under SETA's CSBG program.

In January 2023, Rose Family informed SETA that it was declining funding for this special project due to challenges with internal organizational capacity.

This item provides an opportunity to discuss plans to provide a special project to prevent or eliminate recidivism among Sacramento County's African American youth aged 14-17.

RECOMMENDATION:

Discuss plans for the use of funds under the Special Project category and take appropriate action.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A-INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATION –
SALVATION ARMY

BACKGROUND:

The Salvation Army will provide a presentation of their program and services.

PRESENTER: Julie Davis-Jaffe

ITEM IV-B- INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are the latest CSBG fiscal monitoring reports. Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Amanda McCarthy **DATE: January 19, 2023**

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$30,000	1/01/2022-12/31/2022	1/01/2022-12/31/2022

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

Date of review: January 2023

		AREAS EXAMINED	COMMENTS			
			SATISFACTORY		RECOMMENDATIONS	
			YES	NO	YES	NO
1		Accounting Systems/Records	X			
2		Internal Control	X			
3		Bank Reconciliations	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: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program from January 1, 2022 to December 31, 2022. 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: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Mr. Mark Dandeneau **DATE:** January 13, 2023

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of World Relief Corporation - Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 84,000	1/1/22 – 12/31/22	1/1/22 – 7/31/22
CSBG	SN CARES	\$ 37,724	11/2/20 - 7/29/22	8/1/21 - 7/29/22
CSBG	FSS CARES	\$ 78,506	11/2/20 - 3/31/22	8/1/21 - 3/31/22

Monitoring Purpose: Initial Follow-up Special Final

Date of review: November 17th, 2022

Follow up: 11/18, 12/2, 12/19, 12/22

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ 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	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: World Relief Corporation - Sacramento

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grants from August 1, 2021 to July 31, 2022 have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Jennifer Hernandez
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. DEPUTY DIRECTOR/PROGRAM MANAGER

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, and Mr. Roy Kim, the Deputy Director, 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.