



Sacramento
Employment and
Training
Agency

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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 24, 2023

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

ZOOM LOCATION:

<https://us02web.zoom.us/j/88163025181?pwd=aEtDOVdNRGZ5QkEwd2d0c09keWJUQT09>

In response to AB 2449, the Sacramento Employment and Training Agency Community Action Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom.

In-person attendance by members of the public is on a first come, first-serve basis.

Members of the public may also participate in the meeting via Zoom by clicking the Zoom Location link above, typing the Zoom link address into their web browser, or listening to the meeting on One tap mobile +16699006833,,88163025181#US (San Jose). Meeting ID: 881 6302 5181. Passcode: 466165. Find your local number:

<https://us02web.zoom.us/j/88163025181?pwd=aEtDOVdNRGZ5QkEwd2d0c09keWJUQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to:

Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

In the event of disruption that 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.

Request for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3753. Closed captioning will be available. This meeting is digitally recorded and available to members of the public upon request. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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

AGENDA

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- I. **Call to Order/Roll Call**
- II. **Consent Item**
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- III. **Action/Discussion Items**
 - A. Approval of the 2024-2025 Community Services Block Grant (CSBG) Community Action Plan (Julie Davis-Jaffe) 40-45
- IV. **Information Items**
 - A. Community Services Block Grant Fiscal Monitoring Reports (Julie Davis-Jaffe) 46-56
 - Elk Grove Unified School District
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 - The Salvation Army
 - Waking the Village
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 - B. Program Operator Reports (Julie Davis-Jaffe) 57-65
 - PY 2022 4th Quarter
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 - C. **Reports to the Board** 66
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public
- VI. Public Hearing for the 2024-2025 Community Action Plan
- VII. **Adjournment**

DISTRIBUTION DATE: Friday, May 19, 2023

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

**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
Peter Coyl (5/11/22)	Public Sector	X	X	A	X									
LaShelle Dozier	Public Sector	X	A	X	X									
Dominique Espinosa (8/1/21)	Low Income Sector	X	X	A	A									
Elizabeth Hudson (4/6/23)	Private Sector				X									
Anthony Garcia	Private Sector	X	X	A	X									
Kristin Gibbons (9/18/19)	Public Sector	A	X	A	X									
Renee John (1/11/23)	Private Sector	X	X	X	A									
Donna Bonner (3/17/23) Alt.: Jessica Mitchell (2/28/23)	Low Income Sector				X									
Luis Sanchez (11/9/22)	Private Sector	X	A	X	A									
Sam Starks	Public Sector	X	X	X	A									
Fienishia Wash (4/19/21) Alt.: Jessica Mitchell (2/28/23)	Low Income Sector	X	X	X	X									

*Special meeting

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE APRIL 12, 2023 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the April 12, 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.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, April 12, 2023
10:00 a.m.

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

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

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Fienishia Wash, Head Start Policy Council
Anthony Garcia, Child Action, Inc.
Donna Bonner, Head Start Policy Council
Elizabeth Hudson, Deputy Director, LifeSTEPS
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance *(arrived and seated at 10:15 a.m.)*
Peter Coyl, Library Director & CEO, Sacramento Public Library

Members Absent:

Renee John, Valley Vision
Luis Sanchez, Community Resource Project
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD

II. **Consent Item:**

A. Approval of Minutes of the March 8, 2023 Regular Meeting

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

Moved/Bonner, second/Garcia, to approve the minutes of the March 8, 2023 Regular Meeting

Roll call vote:

Aye: 3 (Wash, Dozier, Bonner)

Nay: 0

Abstention: 3 (Coyl, Hudson, Garcia)

Absent: 5 (Espinosa, Gibbons, Starks, John, Sanchez)

III. **Action/Discussion Item:**

A. Summary of Special Committee Discussion on Special Project Funding

Ms. Davis-Jaffe stated that on April 6, 2023, the Special Committee for the Special Project met to start the discussion on serving the African-American youth population. The overview was on advancing equity in communities of need, discussing priorities, how the Special Project serving African-American youth began, and moving forward with the Community Action Plan concept. She asked the Board for additional guidance and discussion on this project.

Ms. Dozier provided the background for the Special Project funding and asked if any applicants responded to the current Request for Quotes (RFQ). Ms. Davis-Jaffe responded that three new providers responded to the RFQ. The proposals are being read tomorrow, and three Board members are on the reading panel. The results of this evaluation will be coming to the Board in the next meeting.

Ms. Davis-Jaffe also added that the funding term started on January 1, 2023, so the provider that will be chosen has already lost four months of time. SETA will work very closely with the selected provider to get them up to speed and ensure no more time is lost in serving the intended community.

Ms. Gibbons arrived and was seated at 10:15 a.m.

Ms. Bonner asked if she could sit on the Special Committee and be notified of any upcoming meetings. Ms. Davis-Jaffe stated that she would be notified and all members are welcome to join the next Special Committee meeting.

Mr. Garcia and Ms. Dozier thanked the members of the Special Committee for working on this Special Project and for their continued efforts.

IV. Information Item

A. Community Services Block Grant Fiscal Monitoring Report: No questions

V. Reports to the Board

A. Chair: No Report

B. Executive Director:

Ms. Hernandez provided a quick update on an issue that the Special Committee took on. There was a discussion about the outreach funding for African-American youth and how to have a broader conversation about addressing equity in the forthcoming CSBG plan. Ms. Hernandez presented on slides and provided an overview of the discussion. The presentation is attached to these minutes.

Mr. Anthony Garcia commented on Ms. Hernandez's presentation. He advised to respond to the community's trauma and come along with them as partners to understand their story and connect them to resources. He mentioned First 5 Sacramento as an example of bringing in "incubator leads" - trusted community representatives that would take their messages back to the community. Mr. Garcia also recommended having a summarized version of the Community Service Block Grant (CSBG) plan that would fit on a one-page document and be more likely to be read than the whole document.

C. Program Manager/Deputy Director:

Ms. Davis-Jaffe advised that, per the funder, income eligibility for CSBG participants is currently up to two hundred percent of the federal income poverty guidelines, and is due to sunset on September 30, 2023. She hopes for an extension but is thankful for the opportunity to serve individuals over one hundred and twenty-five percent of the poverty level. Ms. Davis-Jaffe stated that the Community Action Plan is in its final stages of work. Once the draft is finalized, it will be posted on the SETA website to allow for public input along with a Public Notice of a Hearing for responses to the plan. It will be brought to this Board next month, and once approved, will go to the Governing Board in June for final approval to submit on time to the State Agency by June 30, 2023.

D. Members of the Board: No Report

Ms. Hudson introduced herself to the Board as a new member.

Mr. Garcia noted the need for accessible and affordable child care after reading through the last Community Action Board meeting minutes. A lot of changes are being made at the statewide level across regulations resulting in adjustments in eligibility to access affordable child care through programs like Child Action. One of the major outcomes that happened as a result of recent legislation is the recognition that non-English speaking families are often missing out on available opportunities. Now non-English speaking families that meet income eligibility requirements are ranked higher on the eligibility list for affordable child care as an attempt to address inequity. The referral process was also simplified to streamline families' access to needed child care.

E. Public: None

VI. **Adjournment:** The meeting was adjourned at 10:37 a.m.

Advancing Equity in CSBG

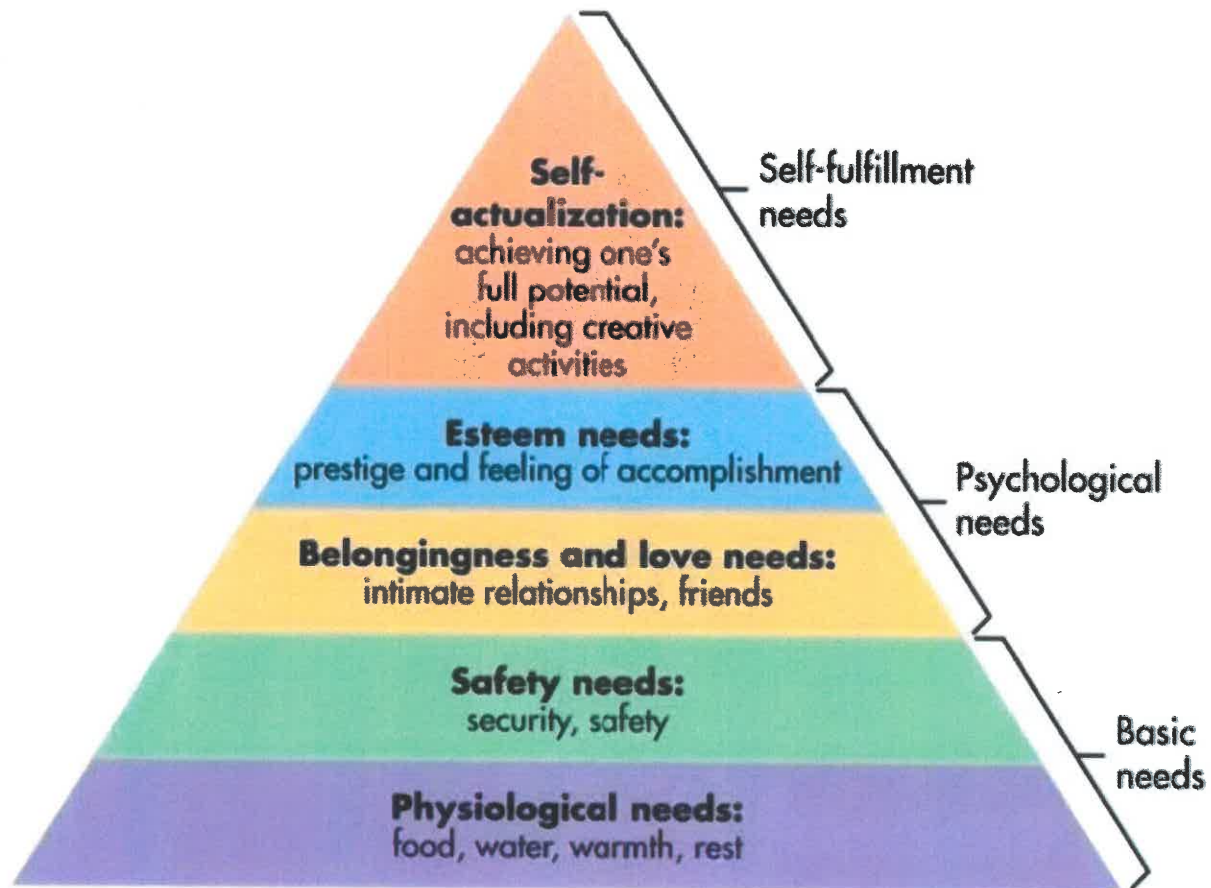
April 6, 2023



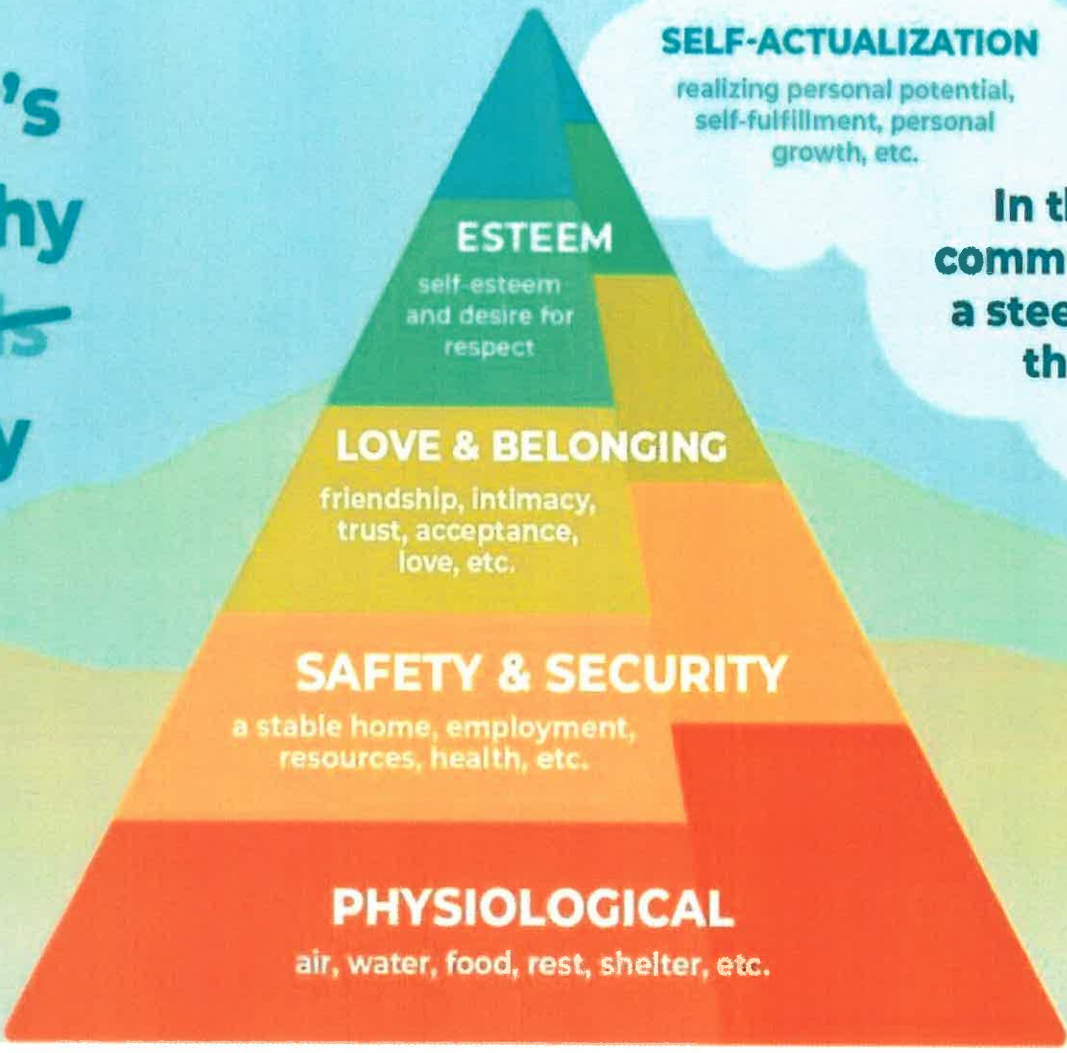
Agenda

- I. Maslow's Hierarchy of Needs as a Starting Place
- II. Regional Indicators
- III. Why Equitable Development/Equity Lens
- IV. A Framework for Advancing Equity
- V. Discussion

Maslow's Hierarchy of Needs



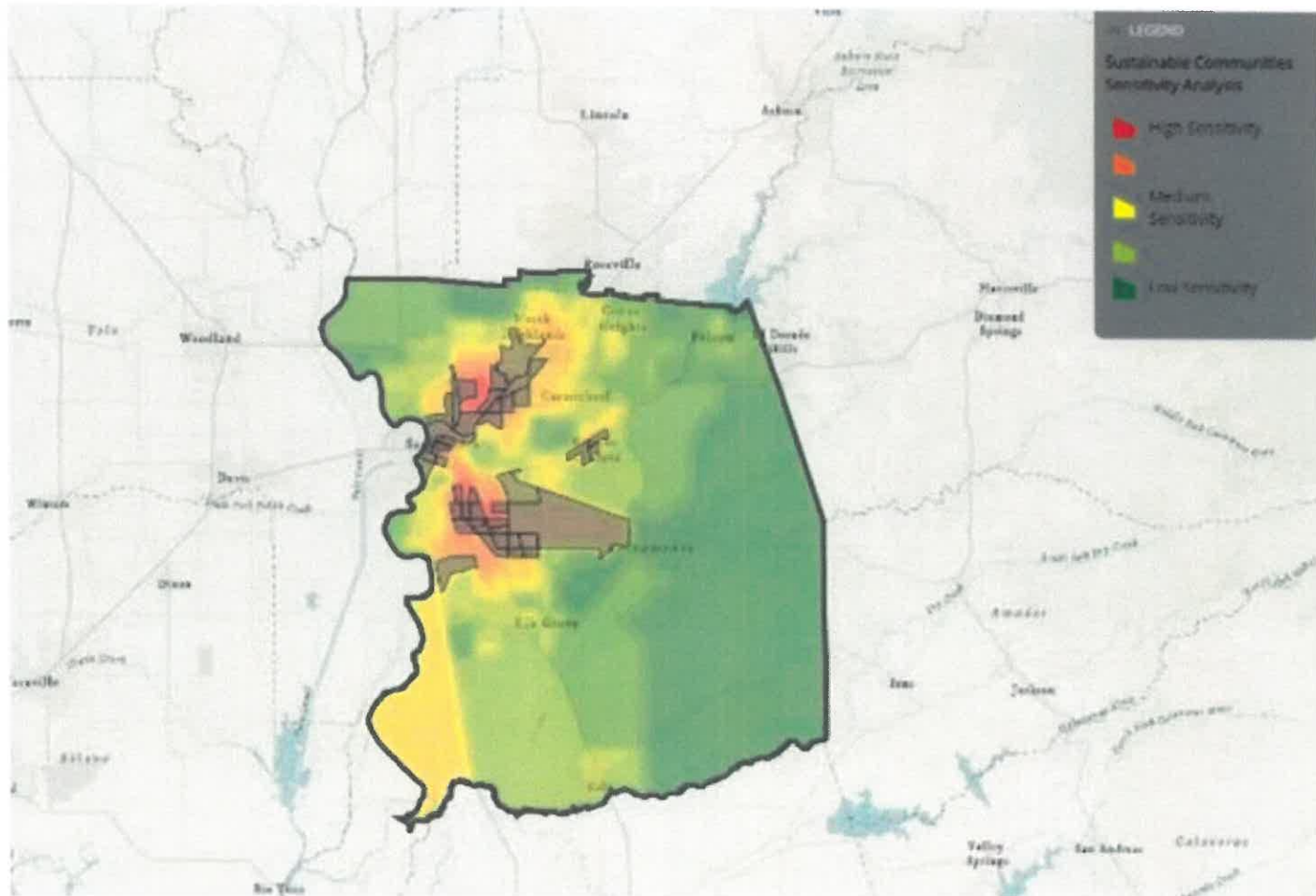
Maslow's Hierarchy of ~~Needs~~ Inequity



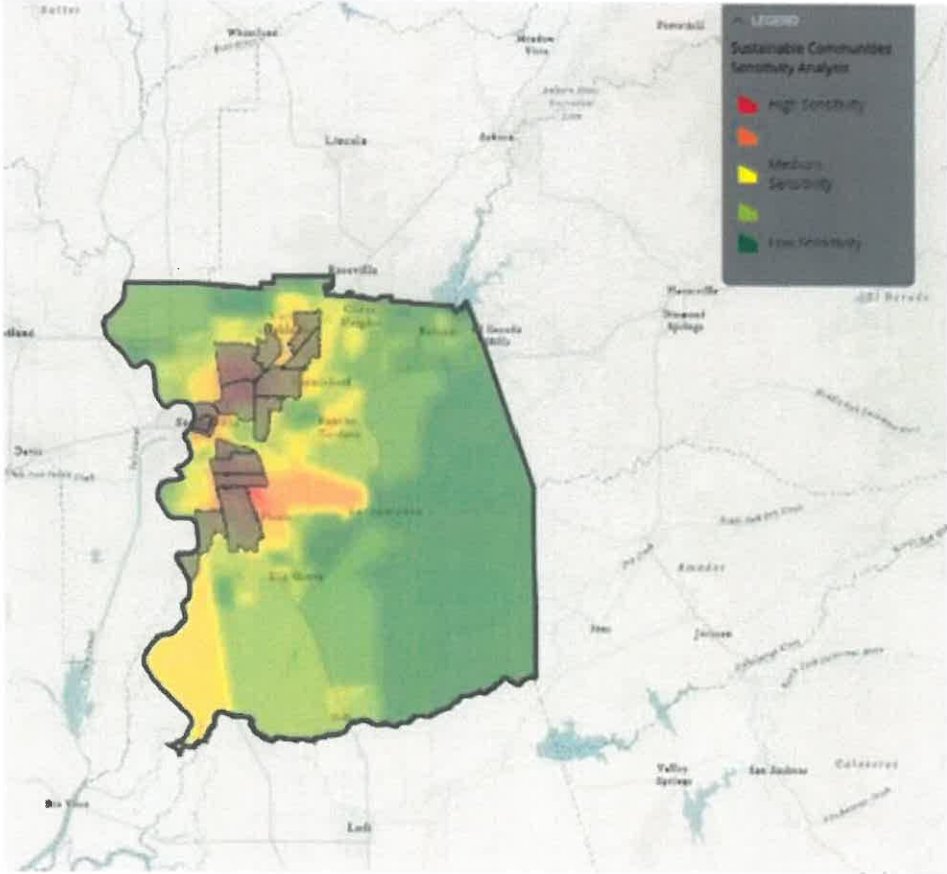
In the United States, communities of color face a steeper climb to fulfill their basic needs.



Disadvantaged Communities



Sacramento Poverty, by Zip Code



What is Equitable Development?

Quality of life outcomes, such as **affordable housing**, quality **education**, **living wage employment**, **healthy environments**, and **transportation** are equitably experienced by the people currently living and working in a neighborhood, as well as for new people moving in.

Public and private investments, programs, and policies in neighborhoods that meet the needs of residents, including communities of color, and reduce racial disparities, taking into account past history and current conditions.

Why an Equity Lens

Implicit bias and institutional racism are pervasive and understanding them have critical impact on organizations, systems, and families.

Biases may include race, ethnicity, gender or economic class and when institutionalized can lead to harmful outcomes.

By applying an intersectional lens to organizational decision-making, equitable opportunities and outcomes can be designed for ALL.

A Framework for Advancing Equitable Development

An Equitable Development Framework integrates people and place to create strong communities and people, as well as great places with equitable access.

1. Advance economic opportunity. Promote local economic development and entrepreneur opportunities, enhance community-serving establishments, and increase quality living wage jobs for people in all neighborhoods.
2. Prevent displacement. Develop policies and programs that allow anyone who wants to live in the community to do so, especially current residents, and discourage displacement of viable small businesses that serve community needs.
3. Preserve and expand affordable housing options. Create healthy, safe, and affordable housing for all family sizes and incomes in all neighborhoods.

A Framework for Advancing Equitable Development

4. Understand and respond to local context. Respect local community character, cultural diversity, and values. Preserve and strengthen intact neighborhoods, building upon their local assets and resources.
5. Promote broader mobility and connectivity. Prioritize an effective and affordable public transportation network that supports transit-dependent communities and provides equitable access to core services and amenities, including employment, education, and health and social services.
6. Practice meaningful community engagement. Require local community participation and leadership in decision-making to reflect a diversity of voices, including targeted strategies to engage historically marginalized communities. Build cultural competence and responsiveness among all stakeholders, and structure planning processes to be clear, accessible and engaging.

A Framework for Advancing Equitable Development

7. Develop healthy and safe communities. Create built environments that enhance community health through public amenities (schools, parks, open spaces, complete streets, health care, and other services), access to affordable healthy food, improved air quality, and safe and inviting environments.

8. Promote environmental justice. Eliminate disproportionate environmental burdens and ensure an equitable share of environmental benefits for existing communities. Secure resources to mitigate and reverse the effects of environmental hazards past and present.

9. Achieve full accessibility. Ensure any development that results from investments in the built environment is accessible and welcoming to people regardless of age, physical condition, or language.

The importance of economic development and racial equity

To talk about equitable development as our future, hard realities about the United States' past have to be acknowledged.

- Some communities and neighborhoods prospered at the expense of others.
- Redlining and racially restrictive covenants dictated where racially or culturally distinct communities could and could not live and where investments occurred.

Past injustices and policy practices that undermined the integrity of certain neighborhoods cannot be undone, but there are strategies to bend the arc of future growth toward achieving racial equity.

These strategies require us to recognize and embrace the critical role that public policy and decision-making play in facilitating growth and investment patterns.

Priorities- from the National Community Action Partnership

Community Change- The Partnership works hand in hand with Network agencies to pursue community-wide solutions to barriers holding families back from success, particularly through programs on Community Economic Development and Racial Equity.

Racial Equity Work: The Community Action Network aims to effectively eradicate the causes and conditions of poverty, we understand that racial inequity rests at the intersection of multiple barriers that **impede access to economic security for children, families and communities.**

Whole Family Approach: The overall goal of the purpose of the Whole Family Approach (WFA) is to provide a road map for Community Action Agencies (CAAs) to use to pursue a new approach to break the cycle of intergenerational poverty.

Discussion

Revisiting Priorities

2022 Priority Populations (from page 42 of plan)

- Single Mothers
- At-risk youth (opportunity youth)
- Individuals experiencing homelessness
- Low-income elderly (older adults)
- Justice involved
- Uniquely abled
- Youth needing educational supports

Who are we missing?

18

Answers

 Mentimeter

Immigrants and Refugee

Women

Refugee and immigrant populations,

Basic skills deficient (less than high school)

Experiencing hardships

Retired adults going back to work

Immigrant populations

African American youth

Youth recovering academically from COVID

7



Who are we missing?

18

Answers



Transitioning young adults

People losing jobs and requiring new trades. Skills

Undocumented individuals

Housing support, motel stays for unhoused

Elder check-ins, youth mentorship

Youth mentorship

Housing, employment programs

Housing support case managed programs

Church communities



Target Neighborhoods (from page 18 of plan)

- Lemon Hill
- North Sacramento
- Parkway
- North Highlands
- Florin
- Arden Arcade
- Foothill Farms
- Sacramento City
- La Riviera
- Rio Linda
- Rosemont
- Rancho Cordova
- Carmichael
- Galt
- Oak Park*

*Oak Park was previously not included, will be added to next plan

What other neighborhoods should we include?

11 Answers



Del Paso, Meadowview

All high poverty areas.

Colonial heights

Franklin area

Food insecurity

Transportation

Clothing

Utilities and water

Transportation



What other neighborhoods should we include?

11 Answers



Food

Housing



Services Offered (from pg 8 of 2022 RFP)

- Youth and Senior Support Services (39%)
- Safety-Net Services (22%)
- Family Self-Sufficiency Services (39%)

What services would fall under Safety Net?

17 Answers



Housing

Food

Rental Assistance

Transportation

Transportation

Diapers formula

Food

Rent

Tier 1



What services would fall under Safety Net? 17 Answers



Utilities

Employment/education

Temporary shelter hotel

Rent support. Food, transportation,
internet

Mental health

Bus pass Uber for appointments

Hygiene

AA youth anti-recidivism



What services fall under Youth & Senior Supports

17 Answers



Transitioning

Case management for youth - after school programs

Transportation

Training (vocational/traditional)

Housing

Hs diploma/GED

Drivers license

Mentoring, tutoring, counseling for youth

Skill development



What services fall under Youth & Senior Supports 17 Answers



Food security

Senior check ins for safety and food

Self-care/mental health

Holistic youth leveraged with WIOA

Health advocates, transportation,
medical

Mentoring

Expungement for older youth

Financial literacy



What services fall under Family Self Sufficiency?

19 Answers



Rental support

Housing rent

Case managed

Job training

Stabilization services

Case management for employment and supportive services

Relationship/capacity building

Wraparound services

Trauma resiliency



What services fall under Family Self Sufficiency?

19 Answers



Mental and physical health services access support

Resources for early childhood education

Child care. Counseling, financial education,

Mentoring

Language assistance

Food security

Housing support case managed programs

Transportation DL support

Life coaching



What services fall under Family Self Sufficiency?

19 Answers



DV healthy relationships



Outreach

Partners we need to consider

Venues we need to prioritize

Events

Networks

Other?

Your suggestions-- partners we need to bring to the table? Venues? Events?

17 Answers



CBOs

Social media

Family oriented events

expungement clinics

More mental health, physical health and substance use based organizations

Community centers, including senior centers

Subgrantees must be trusted in their communities

Grassroots groups. CBOs, valley vision. Community College,

Schools



Your suggestions-- partners we need to bring to the table? Venues? Events?

17 Answers

Mentimeter

Entrepreneurs

Small CBO's not often funded for large programs

Cultural brokers

Adult Education

Church communities

Faith

Diverse representation

Large cultural events

8

Community Voice Principles- from Community Voice Is Expertise, Urban Institute

Community engaged methods means prioritizing the leadership, participation, and active reflection of the people at the heart of the issues we seek to address. This work rests on the understanding that *lived experience is valuable expertise*.

Community engagement can help identify and implement changes that are wanted, needed, and sustainable. Creating the kind of environment that fosters community engagement in research and policy analysis requires four key principles:

1. Reckon with institutional racism
2. Learn from others
3. Redefine expertise and follow the ethos, "Nothing about us without us"
4. Recognize that engagement can build over time and empowerment is the goal

How do we lift up community voice?

17 Answers



Social media

Compensate

Invite customers to speak at the CAB

Take action based on their feedback

Lived experience

Follow up and follow through

Incentives

Schedule gathering or input opportunities for working people

Orientation to all parties for common language and hospitable engagement



How do we lift up community voice?

17 Answers



Survey/ suggestions

Mobile services

Newsletter

Marketing events, meetings, programs

Word of mouth

Ask key CBO to act as ambassadors for messaging

Share successes

Share challenges

6



ITEM III-A-ACTION/DISCUSSION

APPROVAL OF THE 2024-2025 COMMUNITY SERVICES BLOCK GRANT (CSBG) COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2024-2025 Community Services Block Grant (CSBG) Community Action Plan. A locally-determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2024 through December 31, 2025; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$2,089,669 for calendar year 2023, but the funding level for 2024 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at www.seta.net.

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients as well as community members, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, an evaluation of the most recently available Homeless Point-In-Time Count for Sacramento County, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2024-2025 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment and other services which promote self-sufficiency; to provide employment and other services to help single parents and their children attain a higher standard of living; to continue support services to help homebound older adults and people with disabilities maintain independence; to continue economic and social equity support systems for youth and people of color; provide educational support to regain learning from pandemic losses; provide guidance and support for refugees and New Americans in adjusting to American society; and maintenance of a safety net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the findings is attached. The Community Action Plan will be presented to the Governing Board for approval on June 1, 2023.

ITEM III-A-ACTION/DISCUSSION (continued)

Page 2

RECOMMENDATION:

Review and approve the 2024-2025 Community Services Block Grant Community Action Plan.

PRESENTER: Julie Davis-Jaffe

COMMUNITY SERVICES BLOCK GRANT
2024-2025 DRAFT COMMUNITY ACTION PLAN (CAP)

KEY FINDINGS V2

The Sacramento County Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2024-2025 CAP was drawn from the 2021 American Community Survey, a product of the U.S. Census Bureau. The document below, entitled Community Action Plan: At a Glance, provides a summary of the key findings from the CAP. This document is also available on the SETA website at www.seta.net.



COMMUNITY ACTION PLAN: AT A GLANCE

2024/2025

PURPOSE

The Community Action Plan (CAP) is a comprehensive study of the causes and conditions of poverty in Sacramento County. Beginning with an assessment of risk factors, the document identifies priority needs and the populations which would most benefit from intervention and support in attaining self-sufficiency.

SETA AND THE CSBG PROGRAM

The Sacramento Employment and Training Agency (SETA) is a public agency that aims to build self-sufficiency by addressing barriers to success and creating opportunities in education and work. As a designated Community Action Agency, SETA oversees Community Services Block Grant (CSBG) funding and services for Sacramento County.

CSBG was established as a national program in the 1960s with the goal of reducing the incidence and effects of poverty and empowering low-income families and individuals to become self-sufficient.

SETA's CSBG program works with local community-based organizations to provide a network of resources and services. Our goal is to produce measurable impacts on the causes and conditions of poverty experienced by individuals and families. CSBG provides a range of services to assist low-income persons with employment, housing, training and other services that promote self-sufficiency. CSBG funding also provides eligible participants with immediate life necessities such as emergency food, shelter, rental assistance, transportation and access to available community resources.

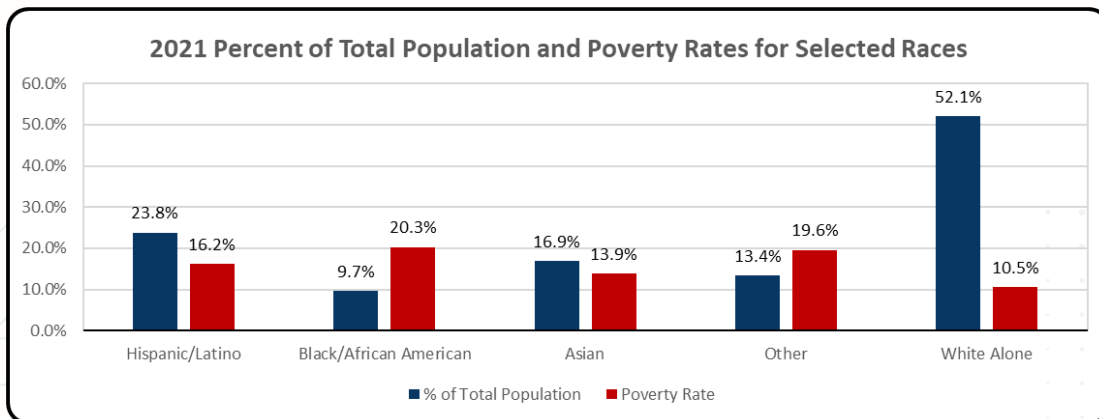
METHODOLOGY

SETA has gathered both qualitative and quantitative data, within Sacramento County, to complete the Community Needs Assessment (CNA). Data from the CNA has formed the basis for the proposed Community Action Plan. The following sources were used for data collection purposes:

- Community Forum
- Community Service Gap Survey
- U.S. Census Bureau
- Dept. of Health and Human Services
- Dept. of Education
- Various Online Data Resources
- Local Employers
- Local Labor Market
- Community Action Partnership Data Hub
- 2022 Point-In-Time Count
- National Low-Income Housing Coalition

NEEDS ASSESSMENT OVERVIEW

With a total population of 1,157,767, Sacramento County encompasses urban, suburban and rural environments. As of 2021, 13.3% of the total population (205,590) were living below the federal poverty line. While the poverty rate has decreased for most age groups in Sacramento County, a larger number of people over the age of 65 are living in poverty. As demonstrated in the chart below, the poverty rate is also highest among people of color.



There continues to be a high number of people in poverty who are experiencing extreme poverty, or living below 50% of the federal poverty level. As of the most recent statistics available, 86,057 people are living in extreme poverty -- at risk of not meeting daily needs, much less achieving self-sufficiency. Key takeaways from the needs assessment are:

- * 13.3% of Sacramento County residents are living in poverty
- * Of the adult population 65 years and older, 9.8% are living in poverty
- * 17.4% of youth under the age of 18 are living in poverty
- * Of the single parent households with children under the age of 18, 28.7% are living in poverty
- * 31.9% of the children in families headed by single mother are living in poverty
- * In October 2022, there were 1,674 children in the Sacramento County foster care system: 28% exited without a high school diploma or equivalent, and 39% had no employment
- * Despite making up 9.7% of the population, Black/African American youth represented 47.5% of male felony arrests and 68.3% of female felony arrests in 2021
- * On average, the hourly wage needed to afford a one-bedroom apartment is 30% more than minimum wage and 70% more for a two-bedroom apartment
- * 64% of renters are paying more than 50% of their income towards rent
- * From the 2022 PIT count, 9,278 people were experiencing homelessness
- * 8.8% (89,700) adults, and 7.8% (27,500) children are experiencing food insecurity

IDENTIFIED COMMUNITY NEEDS

SETA recognizes that there are barriers to equity, along racial, gender and other identities stemming from historical and systemic structures that have implemented racist practices. Applying and embedding an equity lens allows SETA to accurately prioritize the needs within the community to promote long-standing change and stabilization. With marginalized communities being more disproportionately represented across all categories addressed in the CNA, funding will prioritize programs that address these concerns. SETA has identified the following needs within the community and has prioritized them accordingly below:

#	SETA Identified Priorities
1	Persons experiencing homelessness need shelter and permanent housing, as well as supportive services for substance use and physical and mental health concerns to reduce chronic homelessness.
2	Disadvantaged communities are in need of economic and social equity focused support systems.
3	Low-income people need financial assistance with rent, utilities, food, shelter/housing, transportation, and obtaining a driver's license, clothing, and employment.
4	Single parents, especially female-led households, need help attaining self-sufficiency for themselves and their families.
5	Opportunity youth, especially those of color, need mentoring and support in attaining healthy behaviors and stability.
6	Older adults, especially those of color, need support to maintain healthy and independent lives.
7	Persons with disabilities need help attaining self-sufficiency in work and housing.
8	Youth need support in regaining and maintaining educational attainment that was lost during the pandemic.
9	Refugees and New Americans need guidance and support in adjusting to American Society through language competency and employment.

Interested in reading more? Please visit our website to read the full 2024/2025 Community Action Plan

[Visit Here](#)

ITEM IV-A-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. Gina Wandell **DATE:** April 20, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Adult	\$260,000	7/1/22-6/30/23	7/1/22-12/31/22
WIOA	DW	\$65,000	7/1/22-6/30/23	7/1/22-12/31/22
WIOA	OSY	\$232,512	7/1/22-6/30/23	7/1/22-12/31/22
RSS	ELL	\$366,850	10/1/21-9/30/22	7/1/22-09/30/22
RSS	ELL COVID	\$4,770	10/1/21-9/30/22	7/1/22-09/30/22
RSS	Add'l SS	\$39,560	10/1/21-9/30/22	7/1/22-09/30/22
RSS	ELL	\$334,950	10/1/22-9/30/23	10/1/22-12/31/22
RSS	Add'l SS	\$48,300	10/1/22-9/30/23	10/1/22-12/31/22
CSBG	FSS	\$63,847	1/1/22-12/31/22	1/01/22-12/31/22
CSBG	SN	\$54,489	1/1/22-12/31/22	1/01/22-12/31/22

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

Date of review: March 2023, 4/1, 4/10

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliations		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

We have reviewed the WIOA Adult, Dislocated Worker, Out-of-School Youth and Refugee ELL Navigator programs from July 1, 2022 to December 31, 2022, and the CSBG Family Self-Sufficiency and Safety Net programs from January 1, 2022 to December 31, 2022. The costs reported for these programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

1) None

cc: Jennifer Hernandez
Governing Board

MEMORANDUM

TO: Ms. Jessie Tientcheu **DATE:** April 4, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$60,000	1/1/2022-12/31/2022	1/1/2022-12/31/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: March 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: Opening Doors, Inc.

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: Lt. Larry Carmichael **DATE:** April 13, 2023
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$60,000	1/1/2022-12/31/2022	1/1/2022-12/31/2022

Monitoring Purpose: Initial Follow-up Special Final: X

Date of review: March 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	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: The Salvation Army

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 these programs 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: Ms. Bridget Alexander **DATE:** April 18, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$128,326	7/1/2022-6/30/2023	7/1/2022-12/31/2022
CSBG	FSS	\$80,000	1/1/2022-12/31/2022	1/1/2022-12/31/2022

Monitoring Purpose: Initial Follow-up Special Final

Date of review: March 2023, 4/4, 4/18

	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: Waking the Village

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program and the CSBG Family Self-Sufficiency 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: April 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	8/1/22 – 12/31/22

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

Date of review: February 17th, 2023
 Follow up: 3/14

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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, 2022 to December 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 IV-B-INFORMATION

PROGRAM OPERATOR REPORTS:
PY 2022 4th QUARTER and PY 2023 1st QUARTER

BACKGROUND:

Attached are the CSBG Program Operator reports for Program Year 2022 4th Quarter and Program Year 2023 1st Quarter; representing program and fiscal data for the period of January 1, 2022 through December 31, 2022, and January 1, 2023 through March 31, 2023, respectively.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency, Employment/Housing
Fourth Quarter through December 31, 2022**

Family Self-Sufficiency: Employment	Enrollments						Employed in 2022 (Waking the Village Housed in 2022)				Employed 180 Days in 2022 (Waking the Village Housed 180 Days)			
	Annual Goal	YTD Goal	Carry- overs	2022 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	36	36	11	28	39	108%	31	31	17	55%	20	20	13	65%
INTERNATIONAL RESCUE COMMITTEE	45	45	15	23	38	84%	27	27	14	52%	21	21	17	81%
WAKING THE VILLAGE	45	45	0	55	55	122%	45	45	55	122%	41	41	36	88%
WOMEN'S EMPOWERMENT	80	80	39	24	63	79%	35	35	20	57%	18	18	4	22%
WORLD RELIEF SACRAMENTO	48	48	0	57	57	119%	31	31	39	126%	25	25	18	72%

Definitions

Annual Goal: Subgrantee Projected Goals for 2022

Carryovers: Clients Enrolled in 2021 who the Subgrantee Continued to Work With in 2022

New Actual: Clients Newly Enrolled in 2022

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
Fourth Quarter through December 31, 2022**

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2022 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
INTERNATIONAL RESCUE COMMITTEE	40	40	0	32	32	80%	30	30	32	107%	Goal: Decrease truancy &/or gang-related behavior
LA FAMILIA COUNSELING CENTER	42	42	5	41	46	110%	32	32	40	125%	Goal: No recidivating event for 180 days
ROSE FAMILY CREATIVE EMPOWERMENT	20	20	10	19	29	145%	12	12	10	83%	Goal: No recidivating event for 180 days

Definitions

Annual Goal: Subgrantee Projected Goals for 2022

YTD Goal: Subgrantee Projected Goals January 1 - December 30, 2022

Carryovers: Clients Enrolled in 2021 With Whom the Subgrantee Continued to Work in 2022

New Actual: Clients Newly Enrolled in 2022

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments

Community Services Block Grant Delegate Agency Report Fourth Quarter Through December 31, 2022																	
SAFETY-NET	Total Households Served YTD	Food				Eviction Avoidance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	102	60	60	65	108%	39	39	42	108%	24	24	28	117%				
FOLSOM CORDOVA COMM PARTNERSHIP	118	100	100	66	66%	36	36	51	142%	20	20	30	150%	5	5	0	0%
MY SISTER'S HOUSE	59					53	53	35	66%	32	32	42	131%				
OPENING DOORS	45	0	0	0	N/A	51	51	45	88%								
River City Food Bank	1421	1,400	1,400	1,421	102%												
SALVATION ARMY	133					63	63	99	157%	16	16	19	119%	15	15	16	107%
SOUTH COUNTY SERVICES	149	60	60	45	75%	25	25	31	124%	40	40	55	138%				

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance

Community Services Block Grant Delegate Agency Report Fourth Quarter Through December 31, 2022																
SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	7	7	13	0%	79	79	82	104%								
FOLSOM CORDOVA COMM PARTNERSHIP	10	10	0	0%	50	50	0	0%	100	100	14	14%				
MY SISTER'S HOUSE																
OPENING DOORS																
RIVER CITY FOOD BANK																
SALVATION ARMY																
SOUTH COUNTY SERVICES					60	60	45	75%								

**Community Services Block Grant Delegate Agency Report
Fourth Quarter Through December 31, 2022**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2022 BUDGET	Expended Through 4th Qtr.	% Expended	DELEGATE AGENCIES	2022 BUDGET	Expended Through 4th Qtr.	% Expended
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$63,500	\$56,596	89.1%	RIVER CITY FOOD BANK (SN)	\$30,000	\$30,000	100.0%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$54,489	\$52,522	96.4%	ROSE FAMILY CREATIVE EMPOWERMENT (YSS)	\$50,000	\$49,375	98.7%
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$76,896	\$69,471	90.3%	SALVATION ARMY (SN)	\$81,311	\$81,311	100.0%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$75,000	\$75,000	100.0%	SOUTH COUNTY SERVICES (SN)	\$46,967	\$46,967	100.0%
INTERNATIONAL RESCUE COMMITTEE (YSS)	\$65,000	\$65,000	100.0%	WAKING THE VILLAGE (FSS)	\$80,000	\$80,000	100.0%
LA FAMILIA COUNSELING (YSS)	\$83,000	\$82,683	99.6%	WOMEN'S EMPOWERMENT (FSS)	\$48,500	\$26,101	53.8%
MY SISTER'S HOUSE (SN)	\$43,959	\$43,493	98.9%	WORLD RELIEF (FSS)	\$84,000	\$84,000	100.0%
OPENING DOORS (SN)	\$60,000	\$59,858	99.8%				

Definitions: Family Self-Sufficiency (FSS); Youth & Senior Support (YSS); Safety-Net (SN)

**Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency, Employment/Housing
First Quarter through March 31, 2023**

Family Self-Sufficiency: Employment	Enrollments						Employed in 2023 (Waking the Village Housed in 2023)				Employed 180 Days in 2023 (Waking the Village Housed 180 Days)			
	Annual Goal	YTD Goal	Carry-overs	2023 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	36	10	8	3	11	110%	31	4	0	0%	20	1	3	300%
INTERNATIONAL RESCUE COMMITTEE	45	15	5	0	5	33%	27	6	0	0%	21	4	0	0%
WAKING THE VILLAGE	45	28	13	8	21	75%	45	28	21	75%	41	25	3	12%
WOMEN'S EMPOWERMENT	80	30	60	18	78	260%	35	15	5	33%	18	7	3	43%
WORLD RELIEF SACRAMENTO	48	24	7	17	24	100%	31	9	5	56%	25	0	0	0%

Definitions

Annual Goal: Subgrantee Projected Goals for 2023

Carryovers: Clients Enrolled in 2022 who the Subgrantee Continued to Work With in 2023

New Actual: Clients Newly Enrolled in 2023

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
First Quarter through March 31, 2023**

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2023 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
INTERNATIONAL RESCUE COMMITTEE	40	15	22	18	40	267%	30	6	40	667%	Goal: Decrease truancy &/or gang-related behavior
LA FAMILIA COUNSELING CENTER	50	15	5	14	19	127%	36	11	14	127%	Goal: Decrease truancy &/or gang-related behavior

Definitions

Annual Goal: Subgrantee Projected Goals for 2023

YTD Goal: Subgrantee Projected Goals January 1 - March 31, 2023

Carryovers: Clients Enrolled in 2022 With Whom the Subgrantee Continued to Work in 2023

New Actual: Clients Newly Enrolled in 2023

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments

Community Services Block Grant Delegate Agency Report Third Quarter Through March 31, 2023																	
SAFETY-NET	Total Households Served YTD	Food				Eviction Avoidance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCH DIST (EGACE)	19	56	10	0	0%	40	8	15	188%	25	5	4	80%				
FOLSOM CORDOVA COMM PTNRSHIP	14	50	2	0	0%	44	10	5	50%	20	1	12	1200%				
MY SISTER'S HOUSE	9					53	11	3	27%	32	8	7	88%				
FRANCIS HOUSE	8	40	10	8	80%									40	10	8	80%
OPENING DOORS	12					51	12	12	100%								
River City Food Bank	1196	1,400	350	1,196	342%												
SALVATION ARMY	49					55	14	23	164%	20	5	19	380%	20	5	7	140%
SOUTH COUNTY SVCS	98	223	55	74	135%	48	12	2	17%	27	6	3	50%				
VOA - VETERANS SVCS	11	50	15	5	33%	20	4	4	100%	12	2	5	250%	44	11	0	0%

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance
 Elk Grove Unified School District Hygiene Kits are classified as Employment Supports on this chart

Community Services Block Grant Delegate Agency Report Third Quarter Through March 31, 2023																
SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCH DIST (EGACE)	10	1	0	0%	60	10	0	0%								
FOLSOM CORDOVA COMM PTNRSHIP	1	0	0	0%	100	5	0	0%	8	0	0	0%				
MY SISTER'S HOUSE																
FRANCIS HOUSE																
OPENING DOORS																
RIVER CITY FOOD BANK																
SALVATION ARMY																
SOUTH COUNTY SVCS					223	55	52	95%								
VOLUNTEERS OF AMER VET SVCS					100	25	3	12%								

**Community Services Block Grant Delegate Agency Report
Third Quarter Through March 31, 2023**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2023 BUDGET	Expended Through 1st Qtr.	% Expended	DELEGATE AGENCIES	2023 BUDGET	Expended Through 1st Qtr.	% Expended
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$63,847	\$4,286	7%	RIVER CITY FOOD BANK (SN)	\$30,000	\$12,018	40%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$54,489	\$8,600	16%				
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$76,896	\$12,867	17%	SALVATION ARMY (SN)	\$85,000	\$28,483	34%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$75,000	\$16,491	22%	SOUTH COUNTY SERVICES (SN)	\$61,775	\$16,180	26%
INTERNATIONAL RESCUE COMMITTEE (YSS)	\$65,000	\$7,112	11%	VOLUNTEERS OF AMERICA VETERANS SERVICES (SN)	\$27,870	\$2,585	9%
LA FAMILIA COUNSELING (YSS)	\$100,000	\$17,609	18%	WAKING THE VILLAGE (FSS)	\$80,000	\$18,956	24%
MY SISTER'S HOUSE (SN)	\$43,959	\$6,139	14%	WOMEN'S EMPOWERMENT (FSS)	\$48,500	\$21,821	45%
FRANCIS HOUSE (SN)	\$30,000	\$5,363	18%	WORLD RELIEF (FSS)	\$84,000	\$26,939	32%
OPENING DOORS (SN)	\$60,000	\$17,807	30%				

Definitions: Family Self-Sufficiency (FSS); Youth & Senior Support (YSS); Safety-Net (SN)

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.