

**COMMUNITY ACTION BOARD  
MEETING ATTENDANCE**

**2023**

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>1/11</b>	<b>2/8</b>	<b>3/8</b>	<b>4/12</b>	<b>5/24*</b>	<b>6/14</b>	<b>7/12</b>	<b>8/9</b>	<b>9/13</b>	<b>10/11</b>	<b>11/8</b>	<b>12/13</b>	<b># of meetings attended</b>
Donna Bonner (3/17/23) Alt.: Jessica Mitchell (2/28/23)	Low Income Sector				X	X								
Peter Coyl (5/11/22)	Public Sector	X	X	A	X	X								
Debra Cummings (6/30/23)	Low Income Sector													
LaShelle Dozier	Public Sector	X	A	X	X	X								
Dominique Espinosa (8/1/21)	Low Income Sector	X	X	A	A	A								
Elizabeth Hudson (4/6/23)	Private Sector				X	X								
Anthony Garcia	Private Sector	X	X	A	X	X								
Kristin Gibbons (9/18/19)	Public Sector	A	X	A	X	X								
Renee John (1/11/23)	Private Sector	X	X	X	A	X								
Luis Sanchez (11/9/22)	Private Sector	X	A	X	A	X								
Sam Starks	Public Sector	X	X	X	A	X								
Fienishia Wash (4/19/21) Alt.: Stephen Key (3/23/23)	Low Income Sector	X	X	X	X	X								

\*Special meeting

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JUNE 14, 2023 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the June 14, 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, June 14, 2023  
10:00 a.m.

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

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

##### Members Present:

Fienishia Wash, Head Start Policy Council  
Anthony Garcia, Child Action, Inc.  
Donna Bonner, Head Start Policy Council  
Elizabeth Hudson, Deputy Director, LifeSTEPS  
Renee John, Valley Vision  
Sam Starks, Secretary/Treasurer; SMUD

##### Members Absent:

Dominique Espinosa, Vice Chair; Mutual Housing California  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance  
Luis Sanchez, Community Resource Project  
Peter Coyl, Library Director & CEO, Sacramento Public Library

#### **II. Consent Item:**

##### **A. Approval of Minutes of the May 24, 2023 Regular Meeting**

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

Moved/Starks, second/Wash, to approve the minutes of the May 24, 2023 Special Meeting

Roll call vote:

Aye: 6 (Wash, Bonner, Hudson, John, Starks, Garcia)

Nay: 0

Abstention: 0

Absent: 5 (Espinosa, Dozier, Gibbons, Sanchez, Coyl)

#### **III. Action/Discussion Items:**

A. Discussion of the Program Year 2024-2025 Community Action Plan and Request for Proposals

Ms. Davis-Jaffe reviewed the Board packet item and went over Identified Priorities included in the packet. These Identified Priorities came from the research done to develop the community needs within Sacramento County. Any one individual could fit in multiple priority areas. She requested the Board to guide staff to put these priorities in the Request for Proposals (RFP) in the way that serves individuals with any one or more of these needs best. The draft RFP will be shared with the Board at the July meeting. Once the Board approves the RFP, SETA will begin the procurement process to seek applicants for the new Program Year 2024-2025.

The Board was in support of the Identified Priorities listed.

Ms. Moore clarified that the items on the list are not in order of priority. She also asked if the Special Population Funding on youth should be broadened to include other age groups.

Ms. Bonner suggested extending the youth criteria to include younger age children.

Ms. Wash stated that parents of children and youth also need support and guidance.

Ms. John pointed out the renters' burden listed in Community Action Plan: At A Glance and included in the packet: 64% of renters are paying more than 50% of their income towards rent, as well as wages indicated as required to afford an apartment. She stated that SETA had done a great job on homelessness prevention in the past. Funds for homelessness prevention are needed to continue assisting with the rent burden.

Mr. Starks stated that in the Identified Priorities: Opportunity youth, especially those of color, need mentoring and support in attaining healthy behaviors and stability, is missing the issue of crime, specifically criminal justice-involved African American youth and how to address the persistent inequitable number that is continued to be reported in regards to children of color. He also stated that other issues, such as mental and physical health issues, addictions, and more, play a role when discussing homelessness.

Mr. Garcia agreed with Mr. Starks and confirmed that in the past, the Board identified the need to dismantle the systemic issues in support services. The historically racist systemic issues are part of the system of support.

Ms. Hernandez suggested broadening the RFP criteria to improve flexibility for nonprofit partners to apply but hone in with ideas about activities that are allowable within those confines and will provide expectable outcomes. She also stated that starting at a younger age with preventative programs can lead to better adulthood outcomes.

Mr. Starks warned that broadening the RFP can attract applicants that don't have the needed level of expertise to achieve expected outcomes. He suggested being more specific with priorities and expectations when writing the RFP.

Ms. John stated that if the categories could move somewhat to Safety Net Services, family self-sufficiency, with an emphasis on homelessness prevention and intervention, and then use interventions with an emphasis on African American youth and people of color. She also suggested incorporating parent support, possibly in all categories, but definitely in the youth intervention category.

Mr. Garcia added that strategies/framework should be included in RFP to create consistency in RFP responses. He mentioned Five Protective Factors that are the foundation of the Strengthening Families Approach: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children. He stated that building resiliency is how we help families to succeed. There are different frameworks, and Five Protective Factors is just one of them. He encouraged staff to look into what might be available to create that consistency in the RFP responses so that a data-driven, science-tested framework is used to help families succeed. He agreed with Ms. Bonner that expanding the age group for at-risk or potentially at-risk youth to younger ages (under ten) might be needed.

Ms. Hernandez stated that, through conversations with SETA's current grantees and developing a theory of change, a better understanding of inputs, intervention, and expected funding outcomes can be established.

Ms. John asked that all providers who are funded be trained in trauma-informed, strength-based, or a co-creation approach be provided in an educational versus prescriptive way. This would create a level of education from this body outward. It was suggested to include such training(s) in sessions that can be attended by current SETA grantees as well as prospective grantees so that all potential RFP responders have been informed in the same way.

The Board discussed moving away from assigned percentages for Safety Net, Self-Sufficiency, and Youth and Senior Services and focusing on how the proposer identifies the types of service they want to provide to make a change in the community.

Moved/John, second/Bonner, to direct the SETA staff to take the feedback and compile it in the RFP draft.

Roll call vote:

Aye: 6 (Wash, Bonner, Hudson, John, Starks, Garcia)

Nay: 0

Abstention: 0

Absent: 5 (Espinosa, Dozier, Gibbons, Sanchez, Coyl)

B. Ratification of the Award for Special Project Funding to Serve African American Youth

Ms. Davis-Jaffe reviewed the Board item. In March 2023, a Request for Quotes was released to solicit proposals to complete the 2022-2023 funding cycle 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 deadline for submission was March 31, 2023, and three proposals were received. Wraparound Enterprises ranked the highest. SETA is currently in the process of finalizing the contract to provide services over the next 6.5 months.

Moved/Stark, second/Wash, to ratify the award to Wraparound Enterprises for special project funding to service African American youth.

IV. **Information Items:** None

V. **Reports to the Board**

A. Chair: No Report

B. Executive Director: No Report

C. Deputy Director/Program Manager: No Report

D. Members of the Board: No Report

E. Public: None

VI. **Adjournment:** The meeting was adjourned at 11:15 a.m.

## ITEM III-A – ACTION

### APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG)

#### REQUEST FOR PROPOSALS FOR THE 2024 PROGRAM YEAR

#### BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan (CAP) process designated by the State of California, Department of Community Services and Development (CSD), that relies on research into current community conditions, and public testimony and community surveys about unmet community needs.

At the May 24, 2023 Community Action Board (CAB) Meeting, the CAB approved the CAP. On June 1, 2023, the SETA Governing Board approved the 2024/2025 CAP. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs, services and recommendations identified in the CAP.

At this time, the total amount of Community Services Block Grant funding for the 2024 program year is not yet known. For planning purposes, SETA has included in the RFP an estimated amount that is based on the previous year's allocation. A total of \$1,036,336 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. As discussed in the June 14, 2023 CAB meeting, the relative weight of funding for Family Self-Sufficiency (FSS), FSS Special Projects, and Safety Net programs will be based on the proposals which best address the community needs in the priorities list from the CAP. This RFP combines the former Youth and Senior Supports category with the Family Self-Sufficiency (FSS) category, and adds the new sub-category, FSS – Special Projects, described in greater detail below.

SETA will target the most vulnerable populations in Sacramento County. For the 2024 program year, groups that will receive priority for services include: homeless individuals and families; disadvantaged, marginalized communities and subpopulations; low-income families needing emergency support services; single parents, especially female-led households; opportunity youth, especially youth of color; older adults, especially those of color; persons with disabilities; youth needing educational support post-pandemic; and refugees and new Americans.

Sent under separate cover, and for the Board's consideration, is the Request for Proposals. Of particular consideration, is the section on the FSS – Special Projects.

While all proposers are expected to address the manner in which their agency includes diversity, equity and inclusion (DEI) in their daily services and activities, the FSS – Special Projects category promotes DEI as a central feature of the proposed program. Additional points are awarded for Special Projects which focus on Black/African American youth aged 5-24.

The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's Community Action Plan is outlined in the draft CSBG Request for Proposals (RFP) for the 2024 Program Year that has been sent under separate cover.

The SETA Governing Board will consider approval of the CSBG RFP at its August 3, 2023 meeting. If approved, the CSBG RFP will be released on August 4, 2023, at 1:00 p.m.

RECOMMENDATION:

Approve the CSBG Request for Proposals for the 2024 Program Year.

PRESENTER: Julie Davis-Jaffe

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. Maria Rosales **DATE:** June 14, 2023  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 46,967	1/1/22 – 12/31/22	1/1/22 – 12/31/22

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final X

**Scheduled Desk Monitoring Due Date:** 3/20/23  
**Follow up:** 4/13, 5/9, 5/17, 5/23

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

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**Program Operator:** South County Services, Inc.

**Findings and General Observations:**

The total costs as reported to SETA CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**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.