



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 9, 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/84858498538?pwd=bXlFSzIENkpZZEIXZThhYU1qaXg5Zz09>

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,,84858498538#US (San Jose). Meeting ID: 848 5849 8538. Passcode: 999025. Find your local number:

<https://us02web.zoom.us/j/84858498538?pwd=bXlFSzIENkpZZEIXZThhYU1qaXg5Zz09>. 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

PAGE NUMBER

- I. Call to Order/Roll Call
- II. Presentation: Child Action - Anthony Garcia
- III. Consent Item
 - A. Approval of Minutes of the July 12, 2023 Regular Meeting 2-6
- IV. Action/Discussion Items: No items
- V. Information Items
 - A. CAB Member Training on the Community Services Block Grant (CSBG) Organizational Standards (Julie Davis-Jaffe) 7
 - B. CAB Notification of SETA Audit: Organizational Standards 7.5, 8.1, 8.2, and 8.3 (Julie Davis-Jaffe) 8
 - C. Community Services Block Grant Fiscal Monitoring Report (Julie Davis-Jaffe) 9-11
 - South County Services, Inc.
 - D. CSBG 2023 2nd Quarter Program Operator Report (Julie Davis-Jaffe) 12-16
 - E. CSBG 2023 1st and 2nd Quarters Satisfaction Survey Reports (Julie Davis-Jaffe) 17-19
- VI. Reports to the Board 20
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public
- VII. Adjournment

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

*Special meeting
Community Action Board

ITEM III-A – CONSENT

APPROVAL OF MINUTES OF THE JULY 12, 2023 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the July 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, July 12, 2023
10:00 a.m.

I. Call to Order/Roll Call

Ms. Dozier called the meeting to order at 10:03 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
Renee John, Valley Vision (*arrived and seated at 10:05 a.m.*)
Luis Sanchez, Community Resource Project
Debra Cummings, Kids Community Breakfast Club

Members Absent:

Dominique Espinosa, Vice Chair; Mutual Housing California
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance
Peter Coyl, Library Director & CEO, Sacramento Public Library
Sam Starks, Secretary/Treasurer; SMUD

Ms. Cummings introduced herself and provided her background information as a new Board member. Ms. Dozier welcomed Ms. Cummings to the Board.

II. Consent Item:

A. Approval of Minutes of the June 14, 2023 Regular Meeting

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

Moved/Garcia, second/Bonner, to approve the minutes of the June 14, 2023 Regular Meeting

Roll call vote:

Aye: 7 (Dozier, Wash, Bonner, Hudson, John, Garcia, Cummings)

Nay: 0

Abstention: 1 (Sanchez)

Absent: 4 (Espinosa, Gibbons, Coyl, Starks)

III. Action/Discussion Items:

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2024 Program Year

Ms. Davis-Jaffe reviewed the item and advised that this Request for Proposals (RFP) was developed with guidance from the Board and the Community Action Plan (CAP), and approved during the last Community Action Board (CAB) meeting on May 24, 2023. The RFP has expanded on the area of diversity, equity and inclusion (DEI) as requested by this Board. If the CAB approves this item today, the SETA Governing Board will consider approval of the CSBG RFP at its August 3, 2023, meeting. Upon approval, the CSBG RFP will be released on August 4, 2023, at 1:00 p.m.

Mr. Garcia thanked SETA staff for developing the RFP that captured the Board's efforts towards DEI and for incorporating additional information on the Strengthening Families Protective Factors Framework Logic Model. This model will help proposers understand the intent of this Board, in recognition of those elements needed to help families move forward. He suggested to call out this framework in Family Self-Sufficiency Services (FSS), Safety-Net Services (SN), and instructions portions of the RFP.

Ms. Davis-Jaffe advised that the Strengthening Families Protective Factors Framework Logic Model can be emphasized during the Offeror's Conference and then posted on the SETA website under Questions & Answers (Q&A).

Ms. Hernandez suggested posting a narrative on the SETA website as a separate document in addition to the RFP covering the principles of the Strengthening Families Protective Factors Framework Logic Model Factors and how they fit into the CSBG priorities identified in the RFP.

All members of the Board are welcome to attend the Offeror's Conference and provide support. The Offeror's Conference is not mandatory for the bidders to attend but is highly encouraged and will be held via zoom on Thursday, August 10, 2023, at 10:00 a.m. The scoring tool is currently being developed.

Services and activities solicited by the RFP adhere to those services and recommendations described in the SETA 2024-2025 CAP. Due to the importance of all of them, agency priorities are not listed in ranking order. It was suggested by the members of the Board to allow a higher ranking to those proposals that address multiple agency priorities listed in the RFP.

Ms. John asked staff to emphasize during the Offeror's Conference that proposers need to read the full CAP.

Moved/Garcia, second/Hudson, to approve the draft CSBG Request for Proposals for the 2024 Program Year with the following recommended changes:

- Greater emphasis on the promotion of the Strengthening Families Protective Factors Framework Logic Model in the language of the RFP; and
- Inclusion of an additional statement on the priorities for service not presented in order of importance. Additional language about a service focus on the intersection of issues facing low-income community members was also included.

Roll call vote:

Aye: 7 (Dozier, Wash, Bonner, Hudson, John, Garcia, Cummings)

Nay: 0

Abstention: 1 (Sanchez)

Absent: 4 (Espinosa, Gibbons, Coyl, Starks)

IV. Information Items:

- A. Community Services Block Grant Fiscal Monitoring Reports: No questions

V. Reports to the Board

- A. Chair: No Report

- B. Executive Director:

Ms. Hernandez shared that there will be an All Staff meeting for SETA, scheduled for Friday, August 4, 2023, 9:00 a.m.-4 p.m. at the Citrus Heights Community Center. She extended the invitation to the Chair and Vice Chair of the Board. The theme of the meeting is "Better Together" in the spirit of promoting staff wellness. Ms. Hernandez provided an update on the Aggie Square initiative. She advised that SETA's integration into the City's strategy has been discussed with partners. Ms. Hernandez plans on inviting the Community Navigators' team representative to provide in-depth information on the community's needs and issues.

- C. Deputy Director/Program Manager:

Ms. Davis-Jaffe thanked the staff for their hard work and the Board for their guidance during this RFP development process.

- D. Members of the Board:

Mr. Garcia thanked SETA's staff for the RFP. He expressed his interest in presenting to this Board on childcare in the future. Ms. Dozier expressed her interest in presenting about Sacramento Housing and Redevelopment Agency.

Ms. John thanked staff for considering this Board's intentions and incorporating feedback received in developing this RFP.

E. Public: None

VI. **Adjournment**: The meeting was adjourned at 10:43 a.m.

ITEM V-A-INFORMATION

CAB MEMBER TRAINING ON THE COMMUNITY SERVICES BLOCK GRANT (CSBG)
ORGANIZATIONAL STANDARDS

BACKGROUND:

Staff will present the following information:

- A video for CAB member training on Conflict of Interest (Org. Standard 5.8)

Training link:

<https://caplaw.org/resources/4-purpose-in-boards-we-trust>

PRESENTER: Julie Davis-Jaffe

ITEM V-B-INFORMATION

CAB NOTIFICATIONS OF SETA AUDIT: ORGANIZATIONAL STANDARDS 7.5, 8.1,
8.2, AND 8.3

BACKGROUND:

Staff will present the following information:

- Provide CAB notification of where to find salary of Agency Executive Director (Org. Standard 7.5)
- CAB notification of presence of SETA audit and any potential findings (Org. Standards 8.1, 8.2, and 8.3).

PRESENTER: Julie Davis-Jaffe

ITEM V-C-INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is the latest CSBG fiscal monitoring report. 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

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			

Memorandum
Fiscal Monitoring Findings
Page 2

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-D-INFORMATION

CSBG 2023 2ND QUARTER PROGRAM OPERATOR REPORT

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 2nd Quarter of the 2023 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
Second Quarter through June 30, 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	25	22	18	40	160%	30	15	40	267%	Goal: Decrease truancy &/or gang-related behavior
LA FAMILIA COUNSELING CENTER	50	30	5	28	33	110%	36	22	28	127%	Goal: Decrease truancy &/or gang-related behavior

Definitions

Annual Goal: Subgrantee Projected Goals for 2023

YTD Goal: Subgrantee Projected Goals January 1 - June 30, 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
Second Quarter Through June 30, 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)	46	56	20	25	125%	40	15	36	240%	25	12	8	67%				
FOLSOM CORDOVA COMM PTNRSHIP	72	50	10	46	460%	44	15	28	187%	20	3	28	933%				
MY SISTER'S HOUSE	21					53	23	8	35%	32	16	17	106%				
FRANCIS HOUSE	24	40	20	24	120%									40	20	22	110%
OPENING DOORS	46					51	24	46	192%								
RIVER CITY FOOD BANK	1532	1,400	700	1,532	219%												
SALVATION ARMY	109					55	28	71	254%	20	10	23	230%	20	10	15	150%
SOUTH COUNTY SVCS	243	223	110	162	147%	48	24	10	42%	27	12	29	242%				
VOLUNTEERS OF AMER VET SVCS	16	50	25	10	40%	20	9	5	56%	12	5	7	140%	44	22	1	5%

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
Second Quarter Through June 30, 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	3	3	100%	60	30	25	83%								
FOLSOM CORDOVA COMM PTNRSH	1	0	1	100%	100	15	7	47%	8	0	6	600%				
MY SISTER'S HOUSE																
FRANCIS HOUSE																
OPENING DOORS																
RIVER CITY FOOD BANK																
SALVATION ARMY																
SOUTH COUNTY SVCS					223	110	113	103%								
VOLUNTEERS OF AMER VET SVCS					100	50	4	8%								

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2023**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2023 BUDGET	Expended Through 2nd Qtr.	% Expended	DELEGATE AGENCIES	2023 BUDGET	Expended Through 2nd Qtr.	% Expended
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$63,500	\$38,845	61%	RIVER CITY FOOD BANK (SN)	\$30,000	\$21,142	70%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$54,489	\$33,902	62%				
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$76,896	\$48,708	63%	SALVATION ARMY (SN)	\$85,000	\$74,724	88%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$75,000	\$26,624	35%	SOUTH COUNTY SERVICES (SN)	\$61,775	\$32,964	53%
INTERNATIONAL RESCUE COMMITTEE (YSS)	\$65,000	\$34,493	53%	VOLUNTEERS OF AMERICA VETERANS SERVICES (SN)	\$27,870	\$4,331	16%
LA FAMILIA COUNSELING (YSS)	\$83,000	\$29,402	35%	WAKING THE VILLAGE (FSS)	\$80,000	\$39,765	50%
MY SISTER'S HOUSE (SN)	\$43,959	\$16,103	37%	WOMEN'S EMPOWERMENT (FSS)	\$48,500	\$29,938	62%
FRANCIS HOUSE (SN)	\$30,000	\$10,455	35%	WORLD RELIEF (FSS)	\$84,000	\$49,078	58%
OPENING DOORS (SN)	\$60,000	\$35,939	60%				

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

INFORMATION ITEM V-E

CSBG 2023 1ST AND 2ND QUARTERS SATISFACTION SURVEY REPORTS

BACKGROUND:

Attached for your information are the 2023 1st and 2nd Quarters CSBG Satisfaction Survey Reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

2023 First Quarter CSBG Satisfaction Survey Report

Survey Questions:

1. It was easy to connect with an agency worker to discuss my situation.
2. I was treated with respect during my contacts with the agency.
3. I was informed of other services that could also assist me.
4. **(Safety-net only)** I received emergency assistance within three (3) working days of my initial request.
(FSS/YSS only) My case manager was engaged and seemed to understand my situation.
5. On a scale of 1 through 10 (“1” being the least and “10” being the highest), how satisfied were you with the services you received?

Analysis:

CSBG Delegate Agency	Program	Number of Surveys Received	Q 1-4 Number of “Yes” responses	Q 1-4 Number of “No” responses	Q 1-4 Number of “N/A” responses	Q 5; Average score (out of 10 Possible)
Elk Grove Adult and Community Education	FSS					
	SN	5	15	1	4	10
Folsom Cordova Community Partnership	SN					
International Rescue Committee	FSS					
	YSS					
La Familia Counseling Center	YSS	10	39	1	0	9.9
My Sister’s House	SN	3	11	1	0	9.7
Next Move Francis House Center	SN					
Opening Doors	SN					
The Salvation Army	SN					
South County Services	SN					
Volunteers of America	SN					
Waking the Village	FSS	5	20	0	0	8.8
Women’s Empowerment	FSS					
World Relief	FSS	5	17	2	1	8.4

For Questions 1-4, responders were given a Yes, No, or N/A option. Program participants say they were able to connect with an agency contact to discuss their situation, were treated with respect, were informed of additional or other services, received emergency assistance within three (3) working days, and received full engagement from their assigned case manager. Question 5 provided customers the opportunity to rate their satisfaction experience on a scale of 1 through 10; 1 being least and 10 being highest. On average, delegate agencies were given a rating of 9.4 out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 28 surveys were received for this report; blank spaces indicate that no surveys were completed for the given agency. *Due to the brief nature of the exchange, food banks were not included in this survey.*

* Customer Comments:

EGACE SN: *“Everyone is very nice, courteous, and efficient”*

World Relief: *“I received competent, comprehensive, and compassionate assistance from Sydney.”*

2023 Second Quarter CSBG Satisfaction Survey Report

Survey Questions:

1. It was easy to connect with an agency worker to discuss my situation.
2. I was treated with respect during my contacts with the agency.
3. I was informed of other services that could also assist me.
4. **(Safety-net only)** I received emergency assistance within three (3) working days of my initial request.
(FSS/YSS only) My case manager was engaged and seemed to understand my situation.
5. On a scale of 1 through 10 (“1” being the least and “10” being the highest), how satisfied were you with the services you received?

Analysis:

CSBG Delegate Agency	Program	Number of Surveys Received	Q 1-4 Number of “Yes” responses	Q 1-4 Number of “No” responses	Q 1-4 Number of “N/A” responses	Q 5; Average score (out of 10 Possible)
Elk Grove Adult and Community Education	FSS	6	24	0	0	10
	SN	20	70	5	5	9.8
Folsom Cordova Community Partnership	SN					
International Rescue Committee	FSS	2	8	0	0	9
	YSS	1	4	0	0	7
La Familia Counseling Center	YSS	17	66	0	2	9.6
My Sister’s House	SN	3	11	0	1	10
Next Move Francis House Center	SN					
Opening Doors	SN	6	24	0	0	8.7
The Salvation Army	SN	32	111	10	7	9.6
South County Services	SN					
Volunteers of America	SN					
Waking the Village	FSS					
Women’s Empowerment	FSS					
World Relief	FSS					

For Questions 1-4, responders were given a Yes, No, or N/A option. Program participants say they were able to connect with an agency contact to discuss their situation, were treated with respect, were informed of additional or other services, received emergency assistance within three (3) working days, and received full engagement from their assigned case manager. Question 5 provided customers the opportunity to rate their satisfaction experience on a scale of 1 through 10; 1 being least and 10 being highest. On average, delegate agencies were given a rating of 9.2 out of 10. Overall, a high number of customers were highly satisfied with the CSBG services they received. A total of 87 surveys were received for this report; blank spaces indicate that no surveys were completed for the given agency. *Due to the brief nature of the exchange, food banks were not included in this survey.*

* Customer Comments:

The Salvation Army: *“Ingrid is an amazing person. Very kind and professional. Always treated me with respect. Made sure I was informed of all other resources and guide me through everything.”*

EGACE SN: *“Arif was very pleasant and kind from the very first encounter up until the service was fulfilled. Thank you.”*

La Familia: *“I appreciate everything.”*

ITEM VI - 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.