



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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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>

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, September 13, 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/83657068823?pwd=UmFhR0Nkem96WUJkUkppci9hZjVIUT09>

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,,83657068823#US (San Jose). Meeting ID: 836 5706 8823. Passcode: 613158. Find your local number:

<https://us02web.zoom.us/j/83657068823?pwd=UmFhR0Nkem96WUJkUkppci9hZjVIUT09>. 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.

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: Sacramento Housing and Redevelopment Agency – LaShelle Dozier – Housing Choice Voucher**
- III. **Consent Item**
 - A. Approval of Minutes of the July 12, 2023 and August 9, 2023 Regular Meetings
- IV. **Action/Discussion Items:**
 - A. Discussion of the Community Action Board (CAB) Priorities
- V. **Information Items:** No items
- VI. **Reports to the Board**
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public
- VII. **Adjournment**

DISTRIBUTION DATE: Thursday, September 7, 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	X					
Peter Coyl (5/11/22)	Public Sector	X	X	A	X	X	A	A	X					
Debra Cummings (6/30/23)	Low Income Sector							X	X					
LaShelle Dozier	Public Sector	X	A	X	X	X	A	X	X					
Dominique Espinosa (8/1/21)	Low Income Sector	X	X	A	A	A	A	A	A					
Elizabeth Hudson (4/6/23)	Private Sector				X	X	X	X	A					
Anthony Garcia	Private Sector	X	X	A	X	X	X	X	X					
Kristin Gibbons (9/18/19)	Public Sector	A	X	A	X	X	A	A	A					
Renee John (1/11/23)	Private Sector	X	X	X	A	X	X	X	A					
Luis Sanchez (11/9/22)	Private Sector	X	A	X	A	X	A	X	A					
Sam Starks	Public Sector	X	X	X	A	X	X	A	X					
Fienishia Wash (4/19/21) Alt.: Stephen Key (3/23/23)	Low Income Sector	X	X	X	X	X	X	X	X					

*Special meeting

ITEM III-A-CONSENT

APPROVAL OF MINUTES OF THE JULY 12, 2023 AND AUGUST 9, 2023

REGULAR MEETINGS

BACKGROUND:

Attached are the minutes of the July 12, 2023 and August 9, 2023, Board meetings.

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.

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, August 9, 2023
10:00 a.m.

I. Call to Order/Roll Call

Ms. Dozier called the meeting to order at 10:07 a.m. The roll was called and a quorum was established. Due to technical issues, the hybrid option was not available. No actions were taken.

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
Debra Cummings, Kids Community Breakfast Club
Sam Starks, Secretary/Treasurer; SMUD
Peter Coyl, Library Director & CEO, Sacramento Public Library

Members Absent:

Dominique Espinosa, Vice Chair; Mutual Housing California
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance
Renee John, Valley Vision
Elizabeth Hudson, Deputy Director, LifeSTEPS
Luis Sanchez, Community Resource Project

II. Presentation: Child Action – Anthony Garcia

Ms. Lori Kennedy and Ms. Christine Nguyen from Child Action, Inc. introduced themselves and presented on subsidized, accessible, and affordable childcare.

Mr. Starks asked if Child Action works with other non-profit organizations. Ms. Nguyen confirmed that creating a direct pipeline is one of their goals for the year as they work with various non-profit family resource centers from birth and beyond. She expressed her interest in creating a partnership with SETA.

Ms. Dozier asked to elaborate more on general eligibility requirements. Ms. Nguyen responded that eligibility is income-based. However, recipients of government assistance programs like Cash Aid, Head Start, CalFresh, Medi-Cal, and others most likely will qualify for childcare assistance through Child Action—the eligibility by a program started last fiscal year.

Ms. Dozier asked about general requirements and the time it takes to train a provider. Mr. Garcia advised that it takes from two months to two years. Child Action provides support and services to the entire continuum of the child-provider spectrum.

Mr. Garcia requested to provide more information on those families that fall under the Community Action Plan identified priorities. Ms. Nguyen confirmed that children receiving Child Protective Services, foster care, experiencing homelessness, and at-risk are the highest priorities in eligibility for services. Mr. Garcia encouraged the families in need to contact Child Action, Inc. for support services.

Mr. Starks advised that having diverse agency representation helps bring more clients.

Ms. Nguyen stated that Child Action works with the Department of Human Assistance to help families transition out of Cash Aid and other programs and become self-sufficient.

Ms. Cummings inquired about training for community representatives and if there is a crisis/emergency line. Ms. Kennedy stated that parents looking to start the job can enroll under the "Job Seek" category for 24 months, 29.7 hours per week between 7 a.m. and 6 p.m.

Ms. Wash asked what childcare assistance is provided to parents who are not attending school or looking for a job but are income-qualified. Ms. Kennedy advised that the services are provided on an in-need basis, like medical incapacity, college attendance, employment, or job seeking.

Ms. Scott asked if a dual-need increases the childcare hours provided. Ms. Nguyen confirmed that hours increase for those with more than one need.

Ms. Dozier shared a believe that there is a long waiting list to get the childcare through Child Action. Ms. Nguyen and Ms. Kennedy stated that currently, with funding received, the wait lines are short. Additionally, Ms. Kennedy ensured that Child Action relates to more than just one funding source.

Ms. Dozier thanked Ms. Nguyen and Ms. Kennedy for their presentation.

III. Consent Item:

A. Approval of Minutes of the July 12, 2023 Regular Meeting

IV. Action/Discussion Items: No items

V. Information Items:

A. CAB Member Training on the Community Services Block Grant (CSBG) Organizational Standards

Ms. Davis-Jaffe advised that SETA is required by the Community Services Block Grant funding to meet Organization Standards. She was proud that SETA always met those standards by 100%. The requirement on Organizational Standards is due on August 31, 2023. The handout on Conflict of Interest, which included the training video link, was provided to the members of the Board and attached to these minutes. The training link was provided in the packet.

Ms. Scott gave a brief overview of the training video.

B. CAB Notification of SETA Audit: Organizational Standards 7.5, 8.1, 8.2, and 8.3

Ms. Davis-Jaffe reviewed the item. She advised that in accordance with Organization Standard 7.5, the salary of the Agency Executive Director can be located on the SETA website: www.seta.net. Additionally, the SETA budget is available on the SETA website. Per Organizational Standards 8.1, 8.2, and 8.3, SETA audit reports are posted on the SETA website, and the SETA Governing Board reviews the audit reports regularly. Ms. Moore advised that there were no findings in the audit of CSBG funding.

C. Community Services Block Grant Fiscal Monitoring Report
• South County Services, Inc.

Ms. Davis-Jaffe reviewed the item. There were no findings. The report for South County Services, Inc. was provided in the packet.

D. CSBG 2023 2nd Quarter Program Operator Report

Ms. Davis-Jaffe reviewed the item. Currently, all of the SETA CSBG providers are in good standing. The report was provided in the packet.

E. CSBG 2023 1st and 2nd Quarters Satisfaction Survey Reports

Ms. Davis-Jaffe reviewed the reports provided in the packet. SETA continues to search for ways to improve the rate of surveys taken.

VI. Reports to the Board

A. Chair: No Report

B. Executive Director: No Report

C. Deputy Director/Program Manager:

Ms. Davis-Jaffe thanked Mr. Garcia and Child Action, Inc. staff for today's

presentation.

She advised that SETA will be monitored by the CSBG funder starting September 1, 2023.

D. Members of the Board:

Mr. Garcia asked if the CSBG funder plans on monitoring this Board. Ms. Davis-Jaffe stated although it's unknown as of now, that it is possible and happened in the past. Mr. Garcia encouraged monitors to attend the Board's meetings.

E. Public: None

VI. **Adjournment:** The meeting was adjourned at 11.18 a.m.



All a-Board!

The Purpose, People, and Process of CAA Boards

4. Purpose: In Boards We Trust

Discussion Guide

Length: 7:36"

[Stream](#) | [Download](#)

Video Summary

This video discusses the fiduciary duty of loyalty and how it requires CAA board members to navigate the potentially tricky conflicts of interest that may arise throughout the course of their board service. It describes three types of conflicts of interest—the good, the bad, and the ugly—and explains how to identify them, how to determine if the board may proceed with a potentially conflicted transaction, and what steps, if any, must be taken before doing so.

Learning Objectives

After watching this video, participants will be able to:

- Define the fiduciary duty of loyalty.
- Describe what a conflict of interest is and why it is important for board members to understand conflicts.
- Identify the types of transactions that might create a conflict of interest.
- Analyze a potentially prohibited transaction to determine how board members and the CAA they serve should proceed.

Using the Video Effectively

Suggestions for how to use this video include:

1. Ask board members to watch the video on their own, and at a board meeting, facilitate a discussion of individual members' reflections or responses to the questions below.
2. Show the video during a board meeting and facilitate a discussion of the questions below.
3. Show the videos as part of a larger board orientation or training process and facilitate a discussion of the questions below.

Suggested Discussion Questions

1. Did you learn anything new from watching this video?
2. Beyond what you heard in the video, what does the duty of loyalty mean to you personally?
3. What are some conflicts of interest that your board has encountered in the past? How were they addressed?
4. What policies and procedures does your board have in place to identify and cleanse what the video refers to as "ugly" conflicts of interest? What about "bad" conflicts of interest?
5. Are there any transactions or arrangements in place at your agency that you think deserve a second look to determine if there may be a conflict of interest?

ITEM IV-A – ACTION/DISCUSSION

DISCUSSION OF THE COMMUNITY ACTION BOARD (CAB) PRIORITIES

BACKGROUND:

In 2019, SETA's Community Action Board developed vision and mission statements and a strategic plan. This was done in part to satisfy requirements established in the National Community Action Partnership's Organizational Standards, which were created to ensure a high level of accountability for Community Action Agencies around the country.

The Organizational Standards require that the CAB's mission, vision and strategic plan be reviewed every five years to ensure consistency with the priorities established in the Agency's Community Action Plan. The intent of this item is to begin the process of reviewing and updating the mission, vision and strategic plan to ensure consistency with the Community Action Plan. The discussion will likely occur over multiple CAB Meetings; staff will outline the process and estimated timeline.

RECOMMENDATION:

Discuss the CAB priorities and alignment with the mission, vision and strategic plan and take appropriate action.

PRESENTER: Julie Davis-Jaffe

ITEM V - REPORTS TO THE BOARD

A. CHAIR'S REPORT

The Chair of the SETA Community Action Board on a regular basis receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Executive Director of the Community Action Program to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Community Action Board packet.

The Executive Director's Report also allows the opportunity for the Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. 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.