

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, January 10, 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/84205355720?pwd=dHlFeE1DbVh2Z1I0dVFRR2EwYkUvQT09>

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 +16699006833,84205355720#US (San Jose). Meeting ID: 842 0535 5720. Passcode: 512612. Find your local number: [tps://us02web.zoom.us/j/84205355720](https://us02web.zoom.us/j/84205355720).

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.

GOVERNING BOARD

Eric Guerra
VICE MAYOR
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
MAYOR PRO TEM
City of Sacramento

D'ET SAURBOURNE
INTERIM EXECUTIVE DIRECTOR

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the November 8, 2023 Regular Meeting 3-7
- III. **Action/Discussion Items:**
 - A. Election of Officers to the Community Action Board 8-9
- IV. **Information Items:**
 - A. Community Action Month 10
 - B. Community Services Block Grant Fiscal Monitoring Reports (Julie Davis-Jaffe) 11-14
 - Rose Family Creative Empowerment Center, Inc.
- V. **Reports to the Board** 15
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public
- VI. **Adjournment**

DISTRIBUTION DATE: Thursday, January 4, 2024

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 (resigned 11/30/23) Alt: Jessica Mitchell (resigned 11/21/23)	Low Income Sector				X	X	X	X	X	X		X		7
Peter Coyl (5/11/22)	Public Sector	X	X	A	X	X	A	A	X	X		A		7
Debra Cummings (6/30/23)	Low Income Sector							X	X	X		X		4
LaShelle Dozier	Public Sector	X	A	X	X	X	A	X	X	X		X		8
Dominique Espinosa (8/1/21)	Low Income Sector	X	X	A	A	A	A	A	A	A		X		3
Elizabeth Hudson (4/6/23)	Private Sector				X	X	X	X	A	X		X		6
Anthony Garcia	Private Sector	X	X	A	X	X	X	X	X	X		X		9
Kristin Gibbons (9/18/19)	Public Sector	A	X	A	X	X	A	A	A	A		A		3
Renee John (1/11/23)	Private Sector	X	X	X	A	X	X	X	A	X		X		8
Luis Sanchez (11/9/22)	Private Sector	X	A	X	A	X	A	X	A	X		X		6
Sam Starks	Public Sector	X	X	X	A	X	X	A	X	X		X		8
Fienishia Wash (4/19/21) Alt: Stephen Key (resigned 11/28/23)	Low Income Sector	X	X	X	X	X	X	X	X	X		A		9

*Special meeting
Community Action Board

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE**

2024

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

*Special meeting

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 8, 2023
REGULAR MEETING

BACKGROUND:

Attached are the minutes of the November 8, 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, November 8, 2023
10:00 a.m.

I. Call to Order/Roll Call

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

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Anthony Garcia, Child Action, Inc. *(arrived and seated at 10:09 a.m.)*
Donna Bonner, Head Start Policy Council
Debra Cummings, Our Kids Community Breakfast Club
Renee John, Valley Vision *(arrived and seated at 10:05 a.m.)*
Elizabeth Hudson, Deputy Director, LifeSTEPS
Luis Sanchez, Community Resource Project
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD *(arrived and seated at 10:05 a.m.)*

Members Absent:

Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance
Peter Coyl, Library Director & CEO, Sacramento Public Library
Fienishia Wash, Head Start Policy Council

II. Consent Item:

A. Approval of Minutes of the September 13, 2023 Regular Meeting

The minutes were reviewed; there were no corrections.

Moved/Sanchez, second/Bonner, to approve the minutes of September 13, 2023, regular meeting as distributed

Roll call vote:

Aye: 7 (Espinosa, Bonner, Dozier, Hudson, Sanchez, Garcia, Cummings)

Nay: 0

Abstention: 0

Absent: 5 (Wash, Gibbons, Coyl, Starks, John)

III. Action/Discussion Items:

A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024

Ms. Davis-Jaffe reviewed the item. She advised that on August 4, 2023, a Request for Proposals (RFP) for the CSBG program for program year 2024 was released. Twenty-two (22) proposals were received by the September 14, 2023 deadline. Staff recommendations, provided under separate cover, were developed through the deliberations of a team of sixteen (16) evaluators representing SETA staff from the Workforce Development, Children and Family Services, and Fiscal Departments, the Contracts Unit, one (1) member from the Department of Human Assistance, and three (3) members of this Board. The team evaluated, scored, and ranked each proposal using standardized evaluation and scoring criteria identified in the RFP. Proposals were scored and ranked into four categories based on their numerical scores. Due to the limited availability of CSBG funding, only thirteen (13) proposals are being recommended for funding, including one (1) new agency, First Step Housing.

Ms. Davis-Jaffe stated that all funding recommendations are contingent upon successful performance by the end of the year.

If approved today, the SETA Governing Board will consider the CAB funding recommendations at its meeting on December 7, 2023.

Ms. Davis-Jaffe clarified that high-ranked providers might be subject to additional funding if such becomes available, contingent on the Board's approval.

Mr. Garcia noticed a great number of support for unhoused families and transitional youth in the CSBG staff funding recommendations. He asked to clarify how the providers would prevent overlap in the services provided so that the community they are serving has a proper entry point and is assigned to the right assistance. Ms. Julie advised that along with SETA staff looking at the duplication of funds, quarterly meetings with CSBG contracted providers create an opportunity to build collaborative relationships, train, and prevent the duplication of services. Ms. Davis-Jaffe added that providers know to refer families to other service providers if they are unable to assist themselves. Mr. Garcia suggested making these meetings mandatory. He also asked if presenting at those meetings was allowable for outside agencies like Child Action. Ms. Moore said they would be interested in inviting Child Action to present during the next quarterly meeting in March or April of 2024.

Ms. Hudson stressed the need for providers that target areas like Galt and Delta Region as the South County Services provider, based in that area, was not recommended for funding at this time.

Mr. Starks was concerned that providers on the funding recommendation list may not address the high levels of the underserved African-American youth population at risk. Something that this Board was hoping to see emphasized in the RFPs submitted. Mr. Starks suggested hiring a staff person who can work with the agencies that serve the African-American youth population but have low capacity to create partnerships and develop them to the point of writing proposals and ultimately getting funded through SETA. Alternatively, he recommended trying a structurally different approach for the next round of funding and possibly assigning additional points to those proposals that indicate the provider's collaboration with community agencies that specialize on serving the African-American youth population during the RFP evaluation process.

Ms. John suggested a data-informed approach looking at the actual access points of contracted providers so that if additional funding becomes available, it will go to providers with access points in the areas where there haven't been any.

Mr. Garcia supported what has been said above by Mr. Starks and Ms. John.

Ms. Dozier asked if providers on the staff funding recommendations list would enter information on individuals experiencing homelessness they encounter in the Homeless Management Information System (HMIS). Ms. Davis-Jaffe stated that some providers have access to HMIS, but it's not a requirement for CSBG funding. Ms. Dozier stated that entering such information in HMIS will allow for providing additional services to individuals in need.

Ms. Espinosa asked if CSBG funds could be used to hire a grant writer. Mr. Kim and Ms. Davis-Jaffe stated that one of the stipulations in the RFP is that CSBG funds cannot be used for that purpose. Agencies needing a grant writer can use other funds available to them.

Moved/Starks, second/Espinoza, to approve staff funding recommendations for the Program Year 2024 Community Services Block Grant.

Roll call vote:

Aye: 9 (Espinosa, Bonner, Dozier, Hudson, John, Sanchez, Starks, Garcia, Cummings)

Nay: 0

Abstention: 0

Absent: 3 (Wash, Gibbons, Coyl)

IV. Information Items:

- A. Community Services Block Grant Fiscal Monitoring Reports: No questions
- B. Program Operator Report – 3rd Quarter

Ms. Davis-Jaffe reviewed the item. The CSBG Delegate agencies are in good standing and are meeting or exceeding their goals. Ms. Davis-Jaffe added that SETA learned yesterday that there are twelve (12) enrollments in wraparound services. The report was provided in the packet. SETA staff have contacted the agencies and ensured that funds will be fully expended by December 31, 2023.

C. Satisfaction Survey Report – 3rd Quarter

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

Ms. John suggested capturing and reporting community voice in future satisfaction surveys.

V. **Reports to the Board**

A. Chair: No Report

B. Executive Director:

Ms. Saurbourne introduced herself as SETA's Interim Executive Director and provided an update on the Joint Powers Agreement amendment in regards to hiring the Executive Director.

She thanked those who participated on the RFP evaluation team and wished everyone a great Thanksgiving.

C. Deputy Director/Program Manager:

Ms. Davis-Jaffe also thanked Board members and staff who participated in the RFP reading.

Ms. Davis-Jaffe introduced a new team member, Denci Gonzales, a Workforce Development Professional.

Ms. Davis-Jaffe thanked Ms. Bonner for her service on the Board, as this was her last meeting.

D. Members of the Board: None

E. Public: None

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

ITEM III-A-ACTION/DISCUSSION

ELECTION OF OFFICERS TO THE COMMUNITY ACTION BOARD

BACKGROUND:

In accordance with the Community Action Board (CAB) Bylaws, "...officers shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer" (p. 15, CAB Bylaws).

Current officers are Chair – Ms. LaShelle Dozier, Vice Chair - Ms. Dominique Espinosa, and Secretary/Treasurer – Mr. Sam Starks.

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board. (p.15, CAB Bylaws)

6.3 Vice-Chair

The Vice-Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair. The Vice-Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair. (p. 16, CAB Bylaws)

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program. (p. 16 CAB Bylaws)

ITEM III-A-ACTION (continued)
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RECOMMENDATION:

Conduct an election to select a CAB Chair, Vice-Chair and Secretary/Treasurer, consistent with the CAB Bylaws.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A-INFORMATION
COMMUNITY ACTION MONTH

BACKGROUND:

The National Community Action Partnership hosts an annual Community Action Month that takes place in May of each year. The purpose of Community Action Month is to celebrate the work of Community Action Agencies and to promote the communities they serve. In May 2024, SETA's CSBG staff proposes to participate in Community Action Month by hosting a Resource Fair with participation of the 2024 CSBG Delegate Agencies and other local community-based organizations in Sacramento County. This Resource Fair is intended to promote local agencies and make their services more visible to the community. To support the coordination of this Resource Fair, SETA Staff is seeking feedback on what local agencies to consider and any other suggestions that can be useful in the planning stages.

PRESENTER: Arys Scott

ITEM IV-B-INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Jacqueline Rose **DATE:** November 7, 2023

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring of Rose Family Creative Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	CARES-Safety Net	\$33,286	11/2/2020-3/31/2022	10/1/2021-3/31/2022
CSBG	YSS	\$50,000	1/1/2022-12/31/2022	1/1/2022-12/31/2022

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

Date of review: March 14, 2023

AREAS EXAMINED		COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records		X	X	
2	Internal Control		X	X	
3	Bank Reconciliations	X			
4	Disbursement Control		X	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: Rose Family Creative Empowerment Center, Inc.

Recommendations and General Observations:

We have reviewed the CSBG Safety Net program from January 1, 2022 to December 31, 2022. The costs reported for this program year have been partially traced to the subgrantee's records. Only a portion of the records were verified and appeared to be in order. Those records that were not verifiable are noted below:

- 1) During General Ledger and Profit and Loss testing, it was found that Rose Family Creative Empowerment's (RFCE) General Ledger (GL) report did not accurately reflect the expenses charged to the program during the PY 2022. Specifically, the GL provided by RFCE shows personnel costs related to one employee in the amount of \$45,388.40 and \$7,000 in direct participant costs, totaling \$52,388.40. The SETA fiscal claims show \$35,324.74 in personnel charges, \$6,100 in other costs, and \$7,950 in direct participant charges. The total claimed for reimbursement was \$49,374.74.
- 2) During Other Costs testing, when asked about the \$6,100 in other costs claimed but not reflected on the GL, RFCE stated that the costs claimed were a portion of the rent paid for their office space. RFCE did not provide an invoice for rent of their lease, proof of payment, nor an allocation that demonstrated how the rent split was determined. **\$6,100** is disallowed due to lack of documentation.
- 3) During Direct Participant testing, of the \$7,950 claimed for reimbursement with SETA, only \$7,000 was verified. \$7,000 is also the amount reflected on RFCE's General Ledger. **\$950** is disallowed due to lack of documentation.
- 4) During Personnel testing, RFCE did not provide timesheets nor allocation sheets for the tested months of September and October for one employee. Personnel costs in the amount of **\$35,324.74** may be disallowed due to lack of documentation.
- 5) During reimbursement check deposit testing, RFCE did not provide documented proof of deposit of December 2022/Close-out reimbursement check of 11,043.53.
- 6) RFCE also has an unresolved item from the final fiscal review of the CSBG-CARES program, dated November 7, 2022. There is an outstanding amount due for a disallowed item in the amount of \$575.55 due to lack of payment documentation.

Findings with Corrective Action Needed:

- 1) In reference to items 1-4, RFCE had disallowed costs totaling **\$42,374.74**. In an effort to resolve these findings, the following options have been deemed satisfactory corrective actions:
 - a.) Based on the General Ledger provided, RFCE had personnel costs totaling \$45,388.40, exceeding the amount claimed for reimbursement under that line item of \$35,324.74. SETA is willing to allow \$4,341.93 of additional personnel costs not previously claimed. This amount can be used to offset a portion of the disallowed costs in Other (\$6,100) and in Direct Participant (\$950), leaving a new disallowed balance of **\$2,708.07** and remaining in compliance with the subcontract agreement stating that 15% of subrecipient costs should go to direct participant costs. RFCE will need to provide timesheets and allocation sheet for the employee in question and a refund check of \$2,708.07 to SETA;
or,

b.) RFCE will provide an invoice, proof of payment and allocation of the \$6,100 claimed in other costs. RFCE will provide documentation to substantiate the unverified \$950 claimed in direct participant costs. Lastly, RFCE will provide timesheets and allocation sheets for the tested months of September and October for the employee in question; **or,**

c.) RFCE will refund SETA \$42,374.74 for the total disallowed costs due to lack of documentation.

2) RFCE will provide a copy of the missing deposited reimbursement check from December 2022/Close-out of \$11,043.53 and its deposit slip, a copy of the bank statement with that amount highlighted, or a G/L of the YSS program showing that amount in revenue.

3) RFCE will address previous findings relating to the CSBG CARES-Safety Net program's final review, dated November 7, 2022. RFCE will provide SETA proof of payment for the tested Direct Participant transaction in the amount of \$575.55 paid by credit card on 3/28/22, or issue SETA a refund in the amount of \$575.55.

cc: D'et Saurbourne
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. INTERIM EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Interim 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 Interim Executive Director's Report also allows the opportunity for the Interim 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.