

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, February 14, 2024

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/86729577952?pwd=Z1F6ZmszTDhhOXM0UEtUSUgvc mRjQT09>

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,,86729577952#US (San Jose). Meeting ID: 867 2957 7952. Passcode: 983867. Find your local number: <https://us02web.zoom.us/u/klr8pZz5a>. 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

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
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 January 10, 2023 Regular Meeting 2-6
- III. **Action/Discussion Item:**
 - A. Approval of Committee for CSBG Strategic Plan 7
- IV. **Information Items:**
 - A. Community Action Month Resource Fair (Arys Scott) 8
- V. **Reports to the Board** 9
 - A. Chair
 - B. Interim Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public
- VI. **Adjournment**

DISTRIBUTION DATE: Wednesday, February 7, 2024

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

**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	X												
Debra Cummings (6/30/23)	Low Income Sector	X												
LaShelle Dozier	Public Sector	X												
Dominique Espinosa (8/1/21)	Low Income Sector	X												
Elizabeth Hudson (4/6/23)	Private Sector	X												
Anthony Garcia	Private Sector	X												
Kristin Gibbons (9/18/19)	Public Sector	X												
Renee John (1/11/23)	Private Sector	X												
Luis Sanchez (11/9/22)	Private Sector	X												
Sam Starks	Public Sector	X												
Fienishia Wash (4/19/21) Alt.:	Low Income Sector	X												

*Special meeting

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE JANUARY 10, 2024
REGULAR MEETING

BACKGROUND:

Attached are the minutes of the January 10, 2024, 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, January 10, 2024
10:00 a.m.

I. Call to Order/Roll Call

Ms. Dozier called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Anthony Garcia, Child Action, Inc.
Donna Bonner, Head Start Policy Council
Debra Cummings, Our Kids Community Breakfast Club
Renee John, Valley Vision
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 10:03 a.m.*)
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

Members Absent:

II. Consent Item:

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

The minutes were reviewed; there were no corrections.

Mr. Starks arrived and was seated at 10:03 a.m.

Moved/Garcia, second/Gibbons, to approve the minutes of November 8, 2023, regular meeting as distributed.

Roll call vote:

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

Nay: 0

Abstention: 2 (Coyl, Gibbons)

Absent: 0

III. Action/Discussion Items:

A. Election of Officers to the Community Action Board

Ms. Dozier reviewed the item.

Ms. Dozier nominated Mr. Sanchez for Chair. There were no other nominations.

Mr. Garcia nominated Ms. Espinosa to continue as Vice Chair. There were no other nominations.

Mr. Garcia nominated Mr. Starks to continue as Secretary/Treasurer. There were no other nominations.

Moved/Espinosa, second/Gibbons, to approve Mr. Luis Sanchez as Chair, Ms. Dominique Espinosa as Vice Chair, and Mr. Starks as Secretary/Treasurer to the Community Action Board.

Roll call vote:

Aye: 11 (Wash, Espinosa, Starks, John, Dozier, Hudson, Sanchez, Garcia, Cummings, Coyl, Gibbons)

Nay: 0

Abstention: 0

Absent: 0

IV. Information Items:

A. Community Action Month

Ms. Scott presented the item. She advised that the National Community Action Partnership hosts an annual Community Action Month in May of each year. SETA proposes to participate in Community Action Month by hosting a Resource Fair at SETA with Participation of the 2024 Community Service Block Grant Delegate Agencies. Ms. Scott asked the Board members and the Agencies they represent to participate in the Resource Fair. SETA staff is seeking feedback on the Community Action Month proposal.

Ms. Scott provided the following details about the event:

- The goal of the Resource Fair is to highlight different resources and Agencies to the public and promote the communities we serve;
- There has yet to be a set date. SETA staff will inquire about Board members' availability to select the date in May;
- Resource Fair will be open to anyone to attend.

Mr. Starks noted that the Resource Fair will be excellent for SETA's public relations. He suggested making the event well-advertised to attract the public and having workshops in the breakout rooms.

Ms. Wash suggested extending the Resource Fair idea to a whole month of community-oriented workshops, activities, site visits, etc.

Ms. Espinosa suggested collaborating with Los Rios Community Colleges, Sacramento State University, UC Davis, and SacRT. She also stated that holding the event on weekend days would result in better public attendance.

Mr. Coyl stated that he will explore the possibility of having this event at the Central Library in Downtown Sacramento, which can hold up to 400 people and other partnership opportunities.

The Board spoke positively about the Resource Fair idea and intends to collaborate and participate.

Further updates will be provided at future meetings.

- B. Community Services Block Grant Fiscal Monitoring Reports:
Ms. Dozier asked for an update on the monitoring report findings for Rose Family Creative Empowerment Center, Inc. (Rose Family).

Mr. Maslac introduced himself and confirmed that the Rose Family addressed all the items on the report at the end of last year as they provided requested documentation.

V. **Reports to the Board**

- A. Chair: No Report

- B. Executive Director:
Ms. Saurbourne introduced herself and provided a recruitment update for the SETA Executive Director.

Ms. Saurbourne also provided a marketing update as the new logo and other marketing materials are being incorporated to promote SETA in the community. Additionally, SETA is looking for strategic planning consultants to engage with the Boards, staff, partners, and funding sources to reaffirm SETA's vision, mission, and goals as part of a strategic planning. She encouraged Board members to share their thoughts about SETA when contacted.

Ms. Saurbourne confirmed that physical promotional materials are being created.

- C. Deputy Director/Program Manager:

Ms. Davis-Jaffe shared that 2024 CSBG contracts are being processed. The providers are on board with submitting contracts in a timely manner to SETA. Providers are in place to start the services. She thanked the Board members for their attendance at today's meeting and advised that there is one low-income vacancy on the Board. The Head Start Policy Council will elect one of its members during January's Policy Council meeting to fill that vacancy.

D. Members of the Board: None

E. Public: None

VI. **Adjournment**: The meeting was adjourned at 10:28 a.m.

ITEM III-A-ACTION/DISCUSSION

APPROVAL OF COMMITTEE FOR CSBG STRATEGIC PLAN

BACKGROUND:

Every five years, the Community Action Board must update the CSBG strategic plan. The strategic plan establishes the standards by which anti-poverty efforts are to be designed, targeted, implemented and evaluated within the County. In an effort to update the strategic plan, a special committee is recommended to work with SETA staff on revising and updating the CSBG Strategic Plan.

RECOMMENDATION:

Approve the establishment of a Special Committee for the CSBG Strategic Plan, and appoint a minimum of three CAB Members to be on the Committee.

PRESENTER: Arys Scott

ITEM IV-A-INFORMATION

COMMUNITY ACTION MONTH RESOURCE FAIR

BACKGROUND:

Staff will provide an update on the May 2024 Community Action Month Resource Fair.

PRESENTER: Arys Scott

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.